

Joel A. Arquero
Governor



A. Jude Suina
Lt. Governor

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**TEMPORARY SUMMER INTERNSHIP
POSITION ANNOUNCEMENT
(for High School Junior's & Seniors)**

POSITION TITLE: Public Works Environmental Summer Intern (2 positions)
CLASSIFICATION: **Temporary Part-time (30hrs/per week)**
DEPARTMENT: Public Works
SUPERVISOR: Public Works Director
SALARY RANGE: \$12.00/hrly
OPENING DATE: June 3, 2024

Position Summary: Under the direction of Public Works Department, the applicant will perform general office and field duties. These duties will include but are not limited to: Recycling program activities, Illegal dumpsite locating, Entering data into the I.H.S. WStars System, and Safe Drinking Water Act activities on the Pueblo.

Minimum Qualifications:

High School Junior or Senior for the school year 2023-2024 interested in Environmental Protection.
Must pass a pre-employment drug screening.

Preferred Qualifications:

- Possess and maintain a valid Driver's License.
- Ability to speak the Keres Language (preferred).

Essential Duties and Responsibilities:

- Operation and maintenance of field and office equipment which includes, computers, printers, monitors, phones, shovels, rakes, etc.
- Assist with ongoing Public Works projects and activities.
- Data collections of the water infrastructure per the Safe Water Drinking Act.
- Data collections of historic and illegal dumping sites.
- Assist in community outreach involving solid waste and Safe Drinking Water Act.
- Other duties as required.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of Microsoft Office - Excel, Word, PowerPoint, Access, etc.
- Knowledge of records management procedures and basic accounting procedures.
- Ability to communicate effectively both verbally and in writing.
- Ability to interact and maintain relationships with tribal programs and outside entities.

- Ability to work independently or as part of a team. Ability to represent Pueblo de Cochiti professionally
- Ability to maintain confidentiality.
- Ability to meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to demonstrate moral character, honesty, tact, fairness, and desire to help when dealing with tribal programs.

Work Environment:

Some outdoor activities include: collection of solid waste material in clean up locations, monitoring of the Recycling Collection Center, and monitoring of the pueblos drinking water infrastructure per the Safe Drinking Water Act.

CLOSING DATE: June 14, 2024

TO APPLY:

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. For other job inquires, contact (505) 629-4284.

It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members