

*Joseph B. Herrera*  
Governor



*Jeff M. Suina*  
Lt. Governor

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**INTERNAL/EXTERNAL  
JOB ANNOUNCEMENT  
DNRC-2025-020**

**POSITION TITLE:** Tribal Historic Preservation Officer (THPO)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Regular Full Time  
**DEPARTMENT:** Natural Resource & Conservation (DNRC)  
**REPORTS TO:** DNRC Director  
**BACKGROUND LEVEL:** Public Trust  
**SALARY RANGE:** \$45,000 TO \$65,000 (DOE)  
**OPENING DATE:** Wednesday, February 26, 2025

**Position Summary:**

Under the direct supervision of the DNR Director, the incumbent will be responsible for the development, implementation, and oversight of programs that promote, protect, and preserve the Pueblo's cultural and heritage resources in accordance with the Memorandum of Agreement (MOA) with the National Park Service (NPS), as well as other relevant federal laws and regulations. The incumbent will collaborate with tribal leadership, community members, and external agencies to ensure the Pueblo's cultural heritage is safeguarded for future generations. This is a critical position in the Tribe's ongoing efforts to uphold and revitalize the traditions, history, and cultural practices of the Pueblo.

**Duties and Responsibilities:**

- Develop and implement programs that promote the protection and preservation of the Pueblo's cultural resources, including historic sites, artifacts, and traditional knowledge.
- Ensure compliance with the terms of the MOA with the National Park Service (NPS) and other relevant federal, state, and tribal laws and regulations.
- Serve as the Pueblo's primary liaison to federal, state, and local agencies regarding historic preservation and cultural heritage issues.
- Conduct cultural resource inventories, assessments, and evaluations of tribal lands and historic properties.
- Advocate for the Tribe's interests in matters related to preservation, including consultation with federal agencies and other stakeholders.
- Provide guidance and education to the Pueblo's community and members on cultural preservation efforts.
- Facilitate tribal involvement in training, workshops, and professional development related to historic preservation.

**Minimum Qualifications:**

- Bachelor's degree in historic preservation, archaeology, anthropology, cultural resource management, or related field (master's degree preferred).
- A minimum of five years (5) of experience in historic preservation, cultural resource management, or related fields, preferably with experience working with Native American tribes.

**Knowledge, Skills, and Abilities:**

- Knowledge of federal preservation laws and regulations, including Section 106 of the National Historic Preservation Act (NHPA), National Environmental Policy Act (NEPA), and the Native American Graves Protection and Repatriation Act (NAGPRA).
- Strong communication and interpersonal skills, with the ability to work effectively with tribal leadership, community members, and external agencies.
- Ability to conduct fieldwork and research related to cultural resource management.
- Knowledge of the Pueblo de Cochiti Pueblo's cultural heritage, traditions, and history is highly preferred.
- Experience with project management, including budgeting, planning, and reporting.
- Must be able to pass a background check and comply with all Tribal employment policies.
- Ability to pass a pre-employment drug screening.
- Ability to maintain strict confidentiality.
- Ability to work well independently and with team members and other staff in team-oriented environment.
- Ability to organize and maintain electronic and physical files.
- Ability to read and interpret documents.
- Excellent verbal and written communication skills.

**Cultural Sensitivity:**

This position will have access to information that is culturally sensitive and thereby subject to additional directives provided by the pueblo.

**CLOSING DATE: March 12, 2025**

**TO APPLY:**

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: [marsha.chavez@cochiti.org](mailto: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) 584-3564.

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