

*Joseph B. Herrera*  
Governor



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Lt. Governor

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**INTERNAL/EXTERNAL  
JOB ANNOUNCEMENT  
ED-2025-023**

**POSITION TITLE:** Administrative Assistant  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Temporary, Full Time (ends June 30, 2025)  
**DEPARTMENT:** Education  
**REPORTS TO:** Education Director  
**BACKGROUND LEVEL:** Child Care  
**STARTING SALARY:** \$16 per hour  
**OPENING DATE:** Monday, March 3, 2025

**Position Summary:**

Under the general direction of the Education Director, the Administrative Assistant will perform a range of clerical and administrative tasks to support the daily operations of the Department of Education.

**Minimum Qualifications:**

- High School Diploma or GED.
- Moderate IT and computer skills in various platforms.
- Must be able to work various schedules and extended work hours.
- Must be able to successfully pass a pre-employment drug/alcohol screening.
- Must be able to successfully pass a background investigation.
- A valid New Mexico driver's license is preferred *but* not required for this temp position.
- Certified in First Aid & CPR is preferred.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Duties & Responsibilities:**

- Receives and distributes communication; collects and mails correspondence.
- Copies and stores important documents and records.
- Maintains inventory of office supplies and anticipated supply needs; ensures prompt ordering and receipt of supplies.
- Provides office communications support: answering calls, questions, and forwarding messages to the department staff.
- Welcomes visitors to the department and direct them to the proper staff member.

- Schedules meetings and sending meetings invites to attendees, prepare meeting documents and room set up.
- Provides support for all education programs and events.
- Works with the students who attend the afterschool program.
- Performs other duties as required.

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of a traditional form of government including Pueblo customs and traditions.
- Knowledge of the unique governmental structure and organization within Pueblo de Cochiti.
- Knowledge of records management procedures and basic accounting procedures.
- Knowledge of one-on-one and/or group facilitation of meetings, tutoring, training, etc.
- Knowledge of Child Care Development Fund Health and Safety requirements and CCDF Final Rule.
- Ability to always represent Pueblo de Cochiti professionally.
- Ability to understand organizational structure, functions, policies and procedures including the chain-of-command for program effectiveness.
- Ability to demonstrate moral character, honesty, tact, and fairness.
- Ability to maintain a high level of confidentiality (Privacy Laws, FERPA, and other rules/regulations).
- Ability to work independently and/or part of a team, problem-solve, and make appropriate decisions.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to multi-task and meet deadlines.
- Ability to understand and use effective oral and written communication, including but not limited to public speaking.
- Ability to interact and maintain a positive working relationship with stakeholders, services providers, and other individuals of various social and cultural backgrounds in and outside of this community.
- Ability to maintain professional conduct when working with parents/guardians and community members.
- Ability to treat each child, parent/guardian, employee, staff, supervisory, leadership with dignity and respect.
- Ability to work outdoors in extreme weather conditions when necessary.
- Skills in operating Microsoft Office and other database systems.
- Willingness and capacity to learn new skills.

**Physical Demands:**

The physical demands described are those that must be met by the employee to successfully perform the essential duties and responsibilities of this job. Employees are regularly required to walk and stand; use hands to fingers, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb ladders to reach high shelves, squat to reach low shelves or balance; stoop, kneel, crouch, or crawl. The employee is required to work with a computer/laptop, audio and video equipment and will be keyboarding to input data. The employee must occasionally lift and/or move up to 40 lbs.

**Working Environment:**

Work is generally performed in an office setting with moderate to higher noise levels. There is frequent interaction with children, parents, community members, the public and employees. May be required to work outdoors with moderate noise level. Travel is required for meetings, training, conferences, and other events. Evening and/or weekend work may be required.

**INTERNAL CLOSING DATE: March 17, 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*