

Phillip Quintana
Governor



Paul Herrera, Sr.
Lt. Governor

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cochiti.org

**RE-ADVERTISEMENT
INTERNAL/EXTERNAL
JOB ANNOUNCEMENT
FS-010-2026**

POSITION TITLE: Program Support Worker
FLSA STATUS: Non-Exempt
POSITION TYPE: Regular Full-time
DEPARTMENT: Family Services
REPORTS TO: Family Services Director
BACKGROUND LEVEL: Child Care/Elder
STARTING PAY: \$18.00/hour
OPENING DATE: Friday, April 10, 2026

Position Summary:

Under the direct supervision of the Family Services Director, the incumbent will provide operational, logistical, and administrative support to ensure the effective delivery of Cochiti Family Services programs, events, and community-based services. The incumbent will assist with client transportation, program setup, equipment coordination, departmental maintenance, and food distribution activities while supporting the overall mission of promoting the health, safety, and well-being of individuals and families within the Pueblo of Cochiti community.

Minimum Qualifications:

- High school diploma or GED required.
- Experience working in social services, community programs, Tribal programs, or human services settings.
- Experience assisting with event coordination, transportation services, or program operations.
- Knowledge of Pueblo of Cochiti community resources and services.
- Valid driver's license with an acceptable driving record.
- Ability to lift and carry supplies and equipment (up to 40–50 lbs.)

- Ability to work effectively with community members, families, and multidisciplinary staff.
- Strong organizational skills and ability to manage multiple operational tasks.
- Must pass a pre-employment drug/background check successfully.

Essential Duties & Responsibilities:

Program Operations & Administrative Support:

- Provide general administrative and operational support to Family Services staff and program coordinators.
- Assist in preparing materials, organizing supplies, and supporting the implementation of department programs, workshops, and community events.
- Support staff with maintaining organized program files, equipment logs, and supply inventories.

Client Transportation:

- Provide safe and reliable transportation for clients to appointments, services, and Family Services program activities as assigned.
- Ensure compliance with all departmental transportation policies, safety requirements, and documentation procedures.

Event & Equipment Coordination:

- Assist with the setup and breakdown of tables, chairs, audiovisual equipment, and program materials for meetings, training, and community events.
- Retrieve, transport, and return program equipment and supplies from storage areas.
- Maintain organization and readiness of program equipment and storage areas.

Facility & Grounds Support:

- Maintain cleanliness and organization of Family Services offices, program areas, and designated outdoor spaces.
- Assist with routine upkeep to ensure safe, welcoming, and functional environments for clients and community members.

Vehicle Maintenance Support:

- Conduct routine interior and exterior cleaning of department vehicles.
- Monitor vehicles for maintenance needs and report concerns promptly to supervisors.
- Maintain vehicle use logs as required.

Food Distribution Assistance:

- Assist in organizing, loading, unloading, and distributing food and supplies during community food distribution events.
- Support event preparation and cleanup to ensure efficient and orderly distribution processes.

Other Duties:

- Perform additional duties as assigned to support the operations and goals of Cochiti Family Services.

Work Environment:

- Combination of office, field, and community-based work settings.
- Frequent lifting, bending, transporting supplies, and equipment setup.
- Occasional evening or weekend work may be required to support community events and program activities.

CLOSING DATE: April 24, 2026

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. Please contact our office at (505) 584-3564 for more information.

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