

JOB DESCRIPTION: Pueblo Outreach Coordinator

Position Overview:

LANL Foundation (LANL F) located in Espanola, seeks a Pueblo Coordinator to coordinate services for a grant funded program that is partnering with Eight Northern Indian Pueblos Council (ENIPC) to strengthen home visitation and other family support services to families of young children. The Outreach Coordinator will work with a team that includes members from the ENIPC leadership, LANL Foundation staff, and sub-contractors to complete a comprehensive mapping and community assessment in each of the 8 northern pueblo communities (Taos, Ohkay Owengeh, Santa Clara, San Ildefonso, Pojoaque, Nambe, Tesuque and Picuris), as well as to coordinate education and help create a strategic plan to strengthen early childhood supports in each community. The Pueblo Outreach Coordinator will assist with training efforts led by the LANL Foundation for pueblo communities. This is an 18 month position.

Primary Duties and Responsibilities:

- Demonstrate understanding of project concepts, details and budget.
- Assist in record-keeping of project by creating, updating and maintaining organized files and records documenting the project from start to finish.
- Cultivate strong, positive relationships to build a team with families, community members and colleagues from LANL Foundation and ENIPC.
- Assist in creating a project management schedule that will outline the activities and timelines needed to be successful in meeting the priorities outlined in the proposal.
- Coordinate and make appointments for colleagues in visiting the pueblo communities.
- Attend ENIPC Program Director meetings with written progress to be shared with other directors.
- Documenting and following up on important actions and decisions from meetings.
- Coordinate and oversee the preparation of materials needed for meetings and visits.
- Assist LANL F Project Director in responding appropriately and in a timely manner to all project inquiries.
- Work with LANL F Project Director to plan educational events including refreshment preparation and room setup.
- Work with Project Director to report to funders in a timely and appropriate manner.

Additional Responsibilities:

- Provide backup administrative support for the EC Assistant by answering phone calls and assisting the Project Director.

Eligibility Requirements:

- BA/BS degree preferred in education, social work or related field
- Living in one of the 8 northern pueblos preferable
- Experience in working in Pueblo communities
- Experience with non-profit organizations and/or grants administration, preferred
- Experience in setting priorities and meeting deadlines
- Experience in calendar management, travel arrangements and event planning coordination
- Strong written and verbal communication skills; solid computer skills, Microsoft Office
- Excellent interpersonal skills; ability to communicate and work across multi-cultural settings
- Strong social media expertise to promote events
- Must have a valid New Mexico driver's license

Compensation and Benefits:

- Compensation depends on experience. This is a non-exempt position.
- Benefits include healthcare, dental, vision, disability, life insurance, vacation and sick leave.

Please send letter of interest and resume to: **Anna Marie Garcia, Director of EC Initiatives; LANL Foundation**
annamg@lanlfoundation.org