



May 9, 2025



## SANTA CLARA


POST OFFICE BOX 580  
(505) 753-7330  
(505) 753-5375 Fax



## INDIAN PUEBLO

ESPANOLA, NEW MEXICO  
87532  
OFFICE OF GOVERNOR

**TO:** All Community Members

**FROM:** James Naranjo, Governor 

**DATE:** May 1, 2025

**RE:** Announcement – Santa Clara Pueblo Tax Commission

The Santa Clara Pueblo Tribal Council is currently seeking interested Tribal Members to fill one (1) vacant position on the Santa Clara Pueblo Tax Commission. If you are interested in serving on the Tax Commission please submit a resume and letter of intent to the Governor's Office.

*Qualification Required Per the Santa Clara Pueblo Tax Code:*

1. They shall be at least twenty one (21) years of age, be of high character and integrity, and never have been convicted on court of crime involving dishonesty or moral turpitude, and be physically capable of carrying out their duties under this section;
2. The Commissioners shall be Tribal Members who have sufficient education and experience to qualify them for overseeing the Administration of the Tribal Tax Code.
3. At least one Commissioner shall have prior accounting, banking and/or Tax Administration experience. The Tribal Council shall have ultimate authority to determine whether a person is qualified to be a member of the Tax Commission under the provisions of this section.

Interested parties should submit their *résumé* to the Governor's Office no later than noon on Friday, May 16, 2025. *Résumés* should include a cover letter and three references.

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# INDIAN PUEBLO

ESPANOLA, NEW MEXICO  
87532  
OFFICE OF GOVERNOR

To: All Santa Clara Pueblo Residents and Visitors  
From: Governor James Naranjo  
Date: April 30, 2025  
RE: Area Wide Fire Restrictions – High Fire Danger

Effective Sunday May 4<sup>th</sup>, 2025 Fire Restrictions will go into effect. Due to “exceptional” drought conditions and the potential for fires to spread and grow quickly, we are advising all Santa Clara Pueblo residents and visitors to adhere to the Fire Restriction Ban until further notice. The restrictions help reduce the fire risk and prevent fires during periods of high or extreme fire danger.

The increase in Fire Restrictions are being recommended to protect public health and safety along the forest, Bosque, urban-interface, cultural resources and our housing areas.

The following acts are prohibited on all tribal lands and roads until further notice:

1. Smoking is restricted in woodlands and vegetated areas to within vehicles equipped with ash trays. If possible clear an area of approximately 5 ft. to bare soil and water down to fully extinguish ashes in outside areas.
2. Open burning is **prohibited**, including croplands, ditches, debris, branches or weeds.
3. Fireworks of all types are **banned** by Council resolution continues to be in effect along with fines.

#### Exemptions:

- a. Pressurized liquid or gas stoves, charcoal grills, meeting manufactures safety specifications are allowed and,
- b. Traditional fires, such as outdoor ovens and outdoor cooking and pottery fires are allowed. However, they must be attended to at all times along with a garden hose or bucket of water. After every pottery firing make sure pottery firing materials such as manure and wood are put in a metal container and monitored that it doesn't relight.

Santa Clara Tribal Law Enforcement along with Conservation, Public Safety Aids and the Fire Department will be enforcing these restrictions. It is important that we all work together to avoid further damage to our natural resources. We are hopeful that these conditions will improve. Please contact 9-1-1 or our tribal dispatch to report any smoke.

If you have any questions please do not hesitate to contact the Tribal Dispatch office at 692-6290 or 753-2903



# KIWICO

## Afterschool Science Programs

For students in grades: 3<sup>rd</sup> to 6<sup>th</sup>  
Mon/Tues/Wed (2 weeks)  
From 3pm–4:30 pm  
at the Santa Clara Rec Building

### Week 2

May: 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>

### Week 3

May: 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>th</sup>



To sign up: email Nicole Swentzell at  
[nsswentzell@santaclarapueblo.org](mailto:nsswentzell@santaclarapueblo.org) or  
505.927.0011



## **Tribal Administrator's Office**

Mel Tafoya, Tribal Administrator

Gilbert Tafoya and Dennis Silva, Deputy Tribal Administrators

I am Rosalie Valdez, Office Manager for the Santa Clara Pueblo Tribal Administrator's Office.

I was born and raised in Chama, NM where I enjoyed being raised on a ranch. After graduating from Escalante High School in 1985 I attended San Juan College in Farmington, NM majoring in Business Administration. Came to the Espanola area in 1988 where I started my career in Business working for different Companies in the surrounding areas. I met my husband of 28 years working for Security as an Administrative Assistant at the Los Alamos National Laboratory. We have been blessed with a son and daughter and now a granddaughter and grandson that I love to spend time with as much as possible. I also enjoy playing the piano, singing and spending time at our family ranch in Chama.



I have over 37 years of business and administrative experience and am grateful for the position I hold now as Office Manager here at Santa Clara Pueblo. The Tribal Administrator's Office is a busy one. Some of my duties are but not limited to, entering Purchase Requests, contacting and working with Contractors and departments within the Santa Clara Tribal Pueblo, working closely with the public and assisting them with their needs, organizing and updating the GSA and Wex accounts, updating Cuff accounts on a monthly basis, providing administrative duties to the Tribal Administrator and his Deputies. Please stop by my office and say hello whenever you are in the area. You all have been so welcoming and kind. Looking forward in working with all of you.

-Rosalie-



Hello my name is Shawna-Marie Martinez-Archuleta, Shawna for short. I come from the Martinez and Tapia Families in Ohkay Owingeh. I am a full time Yiya & Sayaa to amazing children, grandchildren and also have the privilege of being an adoptive mother to my three nieces.



As the Tribal Administrator's Office Administrative Assistant, I will be the first point of contact. You will hear my voice when you call the Tribal Administrative Office as my duties include answering the phones and routing calls. When you arrive to the building, I will buzz you in at the entrance and have you sign in, while I contact the staff or department, to notify them that you are here to see them, communicate with staff via emails or by phone regarding being in the office, out on leave/travel or out in the field to better assist you with calls and visits, place work orders on your behalf for the Public Works in-house plumber or the Professional plumber, receive and process Elderly Program requests, hand-out blank and/or receive filled out job applications for Human Resources if needed, work with INPRO to upload approved information on the electronic marquee, assist Governor's Office if Governor's Secretary is unavailable, distribute important information and all other administrative duties.

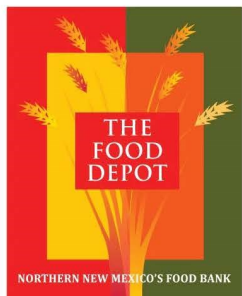
I have 20 years of experience in an office setting and working with the public. I have attended Northern New Mexico College in pursuit of my degree in Office Administration & Bookkeeping. I earned a Certificate from Falmouth Institute for Tribal Administrative Assistant. Since I started working for the Pueblo of Santa Clara a few years ago I have held several titles; first an Early Childhood Teacher and second a Head Cook at the Head Start, then as a Program Assistant with the Office of Vital Statistics and Enrollment. I am humbled to be in this position and look forward to assisting each and every one of you. Fun fact I love Turtles and any color of gray.



**News Brief on NM IAD Veteran's Grant: (\$26,800) This is a one-time grant. Funding will no longer be available.**

- NM Tribal Veterans Symposium on May 15<sup>th</sup> is being funded by this grant. Presenters will provide updates from the NM Department of Veterans Services and the VA. It will be an opportunity for you to ask questions and find out how changes may affect you. Also, if you want to submit for benefits, **bring your DD 214** to begin the process. To join VA Health, bring your medical insurance card, last year's taxes and a valid ID. Twelve Resource Tables will be staffed to offer information and answer your questions. Join us. Call Virginia if you want to attend but did not sign up.
- A memorial plaque to acknowledge the service of Santa Clara Veterans has also been funded. In addition, the development of a logo specifically for the use of Santa Clara Veterans is also planned. The memorial plaque artwork will be the beginning process to design a Veterans Memorial. A proposed location is one of the tribal administration buildings.
- Funding is available to reimburse Veterans interested in attending Veterans meetings, retreats or training. You are encouraged to attend the May 15<sup>th</sup> Symposium in advance of requesting funding for other events. The Native American Training Institute (NATI) will be holding their annual (one day) training at the Isleta Casino on June 20<sup>th</sup>. Notices of other upcoming opportunities will continue to be shared.
- Memorial Day Commemoration planning is underway. Join us at our next meeting, possibly May 20<sup>th</sup>, to further plan activities and Veteran recognition items. A meeting notice will be forthcoming.





# Santa Clara Pueblo Mobile Food Pantry

**WHAT:** FREE Drive-thru food distribution for residents of Santa Clara Pueblo

**WHEN:** TUESDAY, MAY 13, 2025

**TIME:** 9:00 a.m. - 11:00 a.m.

**(or until boxes run out)**

**WHERE:** Emergency Management - Next to Fire Station: 200 Wagon Road, Santa Clara Pueblo, N.M. 87532

**1<sup>st</sup> time only: No paperwork needed.**

Starting June 2025 individuals must qualify based on income. Those that qualify for food stamp and/or commodities automatically qualify. TEFAP Applications will start being taken in June 2025.

Any questions Call Gail Sisneros Mohamed,  
Director of Senior Center,  
Office: 505-692-6244 x 1256

**\*\*June Food Distribution T.B.A..\*\***





**NOTICE  
OF  
TRANSFER OF  
ASSIGNMENT  
OF REAL PROPERTY**

**5-6-25**

Notice is hereby given, that within 30 days from the date indicated an assignment of the following described land shall be finalized and acted upon by the Santa Clara Tribal Council. Any person having any interest or wishes to dispute the foregoing assignment may file his/her dispute with the Tribal Realty Office – in writing and within the 30 day period, from the date indicated above.

**PARCELS TO BE ASSIGNED:**

**LOT/PC #: Lot# 111 Greasewood Mark Road**

**LOCATION: South Housing**

**Assigned To: Santa Clara Pueblo Housing Authority**

**Being Assigned To: James F. Baca**



**Land Transfer from Santa Clara Pueblo Housing Authority to James F. Baca**

**Location: South Housing**  
**111 Greasewood Mark Road**  
**Section 21, T. 20N. R.08E**







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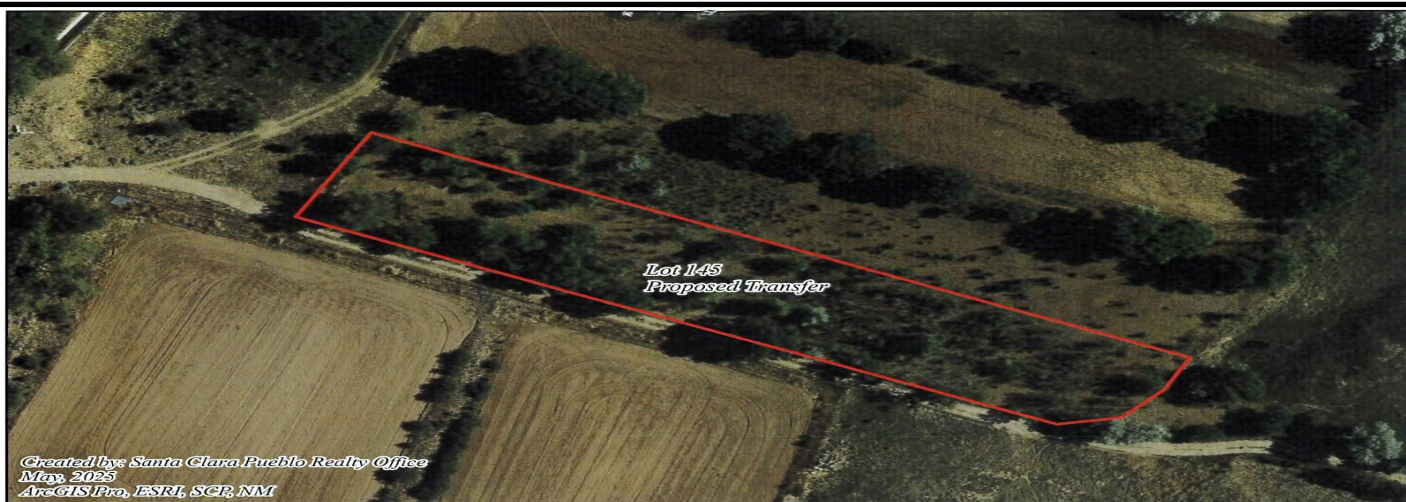
**PARCELS TO BE ASSIGNED:**

**LOT/PC #: Lot# 145**

**LOCATION: Southern Fields**

**Assigned To: Late John Baca**

**Being Assigned To: Annie F. Baca**

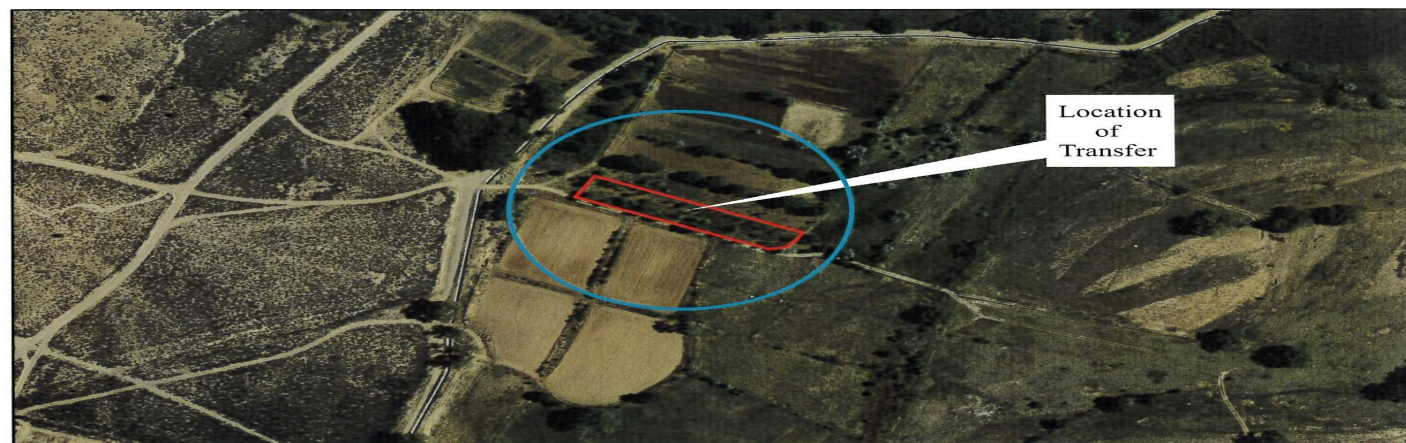


**Land Transfer from the Late John Baca to Annie F. Baca**

**Location: Southern Fields**

**Lot 145**


**Section 15, 16, T. 20N. R.08E**





# MAY 2025

## SANTA CLARA PUEBLO SENIOR CENTER MENU

SUN	MON	TUE	WED	THU	FRI	SAT
				1 CHICO STEW W/ BEANS OVEN BREAD	2 CHICAGO DOG TATOR TOTS BABY CARROTS	3
4	5 RED CHILI BEEF ENCHILADAS SPANISH RICE 	6 CHICKEN FRIED RICE W/ SOY SAUCE	7 WALKING TACO DORITO W/ GROUND BEEF, CHEESE, L. T. O. <b>NO HOMEBOUND CENTER BASE DINE-IN ONLY</b>	8 STRAWBERRY SALAD W/ FETA CHEESE, PECANS, DRESSING	9 <b>A.D.C. &amp; SENIOR CENTER MOTHER'S DAY BINGO LUNCHEON STARTS @ 10 AM NO HOMEBOUND NO TO-GO MEAL CENTER BASE DINE-IN ONLY</b>	10
11 	12 FRIED POTATO W/GROUND BEEF RED CHILI SAUCE	13 SPAGHETTI GARLIC BREAD VEGETABLES	14 BEEF STIR-FRY RICE	15 HAM & CHEESE SANDWICH W/ L. & T. JALAPENO SLICE CHIPS	16  <b>SENIOR ZOO TRIP ALBQ. N.M. PICK-UP STARTS @ 7 AM NO MEAL SERVICE</b>	17
18	19 GOULASH W/ GROUND BEEF GREEN BEANS BREAD STICK	20 BEEF FAJITA RICE TORTILLA	21 CHICKEN SALAD	22 SOPAPILLA RED CHILI BEANS W/ GROUND BEEF L.T.O. CHEESE	23 LASAGNA GARLIC BREAD VEGETABLES	24
25 	26  <b>MEMORIAL DAY</b>	27 RED CHILI PORK STEW W/ POTATO & DINNER ROLL	28 BAKED CHICKEN STUFFING VEGETABLES DINNER ROLL	29 BEEF STROGANOFF VEGETABLES	30 GRILLED CHEESE W/ BOLOGNA CHIPS	31 

**PLEASE CALL IF YOU ARE NOT GOING TO BE HOME FOR  
LUNCH DELIVERY BEFORE 9:00 A.M. @ 505-692-6244.**

**CONTINUE TO PUT OUT YOUR BAGS FOR FOOD DELIVERY. MENU SUBJECT  
TO CHANGE. HAVE A SAFE AND WONDERFUL MONTH, THANK YOU!**



DYL PRESENTS

COME

CLAY

WITH US

OPEN TO  
1<sup>ST</sup> - 3<sup>RD</sup> GRADE  
10 SPOTS  
AVAILABLE

MON-TUES-WED 3:00- 4:30  
LOCATION - REC BUILDING

COME CLAY AROUND WITH  
US AND LEARN THE BASICS  
OF WORKING WITH DIFFERENT  
TYPES OF CLAY

**SIGN UP INFORMATION**

EMAIL: NICOLE SWENTZELL AT

[NSSWENTZELL@SANTACLARAPUEBLO.ORG](mailto:NSSWENTZELL@SANTACLARAPUEBLO.ORG)

OR AT 505-927-0011

**Schedule**  
Week 1: May 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>  
Week 2: May 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>  
week 3: May 27<sup>th</sup>, 28<sup>th</sup>





Michelle Lujan Grisham  
Governor

Gina DeBlassie  
Cabinet Secretary

New Mexico Department of Health

## FOR IMMEDIATE RELEASE

April 25, 2025

### Dog diagnosed with plague in Santa Fe County

SANTA FE – A Santa Fe County dog has been diagnosed with plague – the first animal plague case in the state in 2025.

The New Mexico Department of Health (NMDOH) reports the dog received veterinary care and has recovered.

“Plague is a bacterial disease in wildlife that pets can be exposed to by eating an infected animal or through bites of infected fleas,” said **Dr. Erin Phipps**, state public health veterinarian. “Humans can also contract it through flea bites but also risk getting plague through direct contact with infected animals, including rodents, wildlife and pets.”

With prompt diagnosis and appropriate antibiotic treatment, chances of death in people and pets are greatly reduced. Physicians or veterinarians who suspect plague should promptly report to the NMDOH Helpline at **1-833-SWNURSE** (1-833-796-8773).

Plague symptoms in cats and dogs are fever, lethargy and loss of appetite. There may be a swelling in the lymph node under the jaw.

Symptoms of plague in humans include sudden onset of fever, chills, headache, and weakness. In most cases, there is a swollen, painful lymph node in the groin, armpit or neck area.

Prevent plague by:

- Not leaving pet food and water where rodents and wildlife can get to it.
- Putting hay, wood, and compost piles as far as possible from your home.
- Getting any sick pets examined promptly by a veterinarian.
- Contacting your medical provider about any unexplained illness involving a sudden and severe fever.
- Talking to your veterinarian about using an appropriate flea control product on your pets.
- Preventing pets from roaming and hunting.
- Cleaning up areas near the home where rodents could live, such as woodpiles, brush piles, junk and abandoned vehicles.
- Avoiding sick or dead rodents and rabbits, and their nests and burrows.

For more information, including fact sheets in English and Spanish, go to the Department of Health’s





# FREE

## Summer Reading Program

### Is your student a confident reader?

With this summer program,  
they *can* be!

*Santa Clara Pueblo  
Community Library  
will be a host site!*



#### ABOUT

Students of similar reading levels will work in groups of 4 with an instructor to improve reading and writing skills for this 4-6 week program.

This summer reading program will be available STATEWIDE.

Programs will begin in June and run through July. Find one near you by visiting our website.

#### MORE INFORMATION

**Literacy.NM.gov**

#### YOUR STUDENT WILL

Improve Reading  
Improve Writing  
Increase Confidence  
Have Fun





## 4-Hour Introductory Self-Defense Workshop for women

Saturday, June 7th

1:00pm – 5:00pm

Santa Clara Pueblo Gym

For ages 13 & up.



Resolve self-defense classes teach people to:

- **Recognize** when your boundaries are being crossed
- **Respond** effectively to offensive, inappropriate and dangerous behavior
- **Defend** yourself when faced with physical violence

Resolve participants feel:

- **Greater** self-confidence and self-worth
- **Peace of mind** from having practical and effective skills to defend themselves
- **A sense of freedom** to use their voices and reach their potential

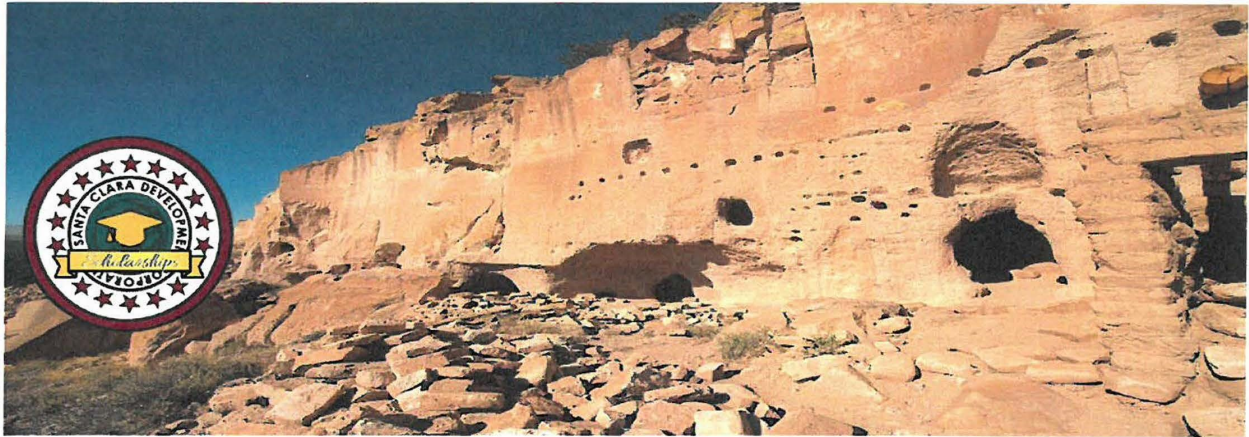
### **Pre-registration required!**

To register or for more information please contact  
Nicole Swentzell at  
[nsswentzell@santaclarapueblo.org](mailto:nsswentzell@santaclarapueblo.org) or  
505-927-0011

For Santa Clara  
Pueblo and  
surrounding  
pueblos



# PATH TO A BRIGHTER FUTURE



The Santa Clara Development Corporation (SCDC) is currently accepting scholarship applications for the 2025/2026 academic school year. SCDC is funding six (6) scholarships that are available to Santa Clara Pueblo students as well as children of SCDC employees who are pursuing undergraduate and graduate degrees.

**Our Purpose:** Santa Clara Development Corporation has diligently developed a healthy rapport with our community. We do this by empowering others, demonstrating that we, here at SCDC are committed to honest and responsible growth, not only from a business perspective, but also from a human capital perspective. It is with this objective that the SCDC scholarship initiative was created to help nurture, promote, and invest in our community by providing supplemental financial assistance as individuals pursue their educational goals. When we work together as one community towards the same goals and when we are able to speak with one voice, we ensure a solid foundation for future leaders for generations to come.

The following scholarships are being offered: Six (6) for \$2,000 each.

## ***Nanbi Ha'Kan Scholarships***

*"Weng Tsa Ming Po' ae Hon"*

These scholarships provide an opportunity for a descendant of Santa Clara Pueblo to embark on a collegiate journey.

## ***Refer questions to:***

Robert Grey  
Human Resources Director  
Santa Clara Development Corporation  
460 N. Riverside Drive  
Española, NM 87532  
505.367.4524,  
robert.grey@santaclaradevcorp.com

## ***Brighter Future Scholarships***

*"Weng Tsa Ming Po' ae Hon"*

These scholarships provide an opportunity for a child of an SCDC employee to make their dreams of a higher education a reality.

## ***Application Deadline***

Friday June 6th, 2025 at 5:00PM

Applications can be picked up at the SCDC HR Office or [scholarships@santaclaran.com](mailto:scholarships@santaclaran.com)

# Indigenous and Hispanic Youth Fly Fishing Camps 2025



The Indigenous and Hispanic Youth Fly Fishing Camps are free and all-inclusive camps for youth between the ages of 8 - 18 years of age and who identify as Indigenous or Hispanic. There will be a Camp A for new students, which will take place on June 7, June 21, and July 19, 2025. Camp B will be for returning students, which will take place on June 8 and June 22, 2025. No knowledge of fly fishing or experience is needed and the camp will provide all gear and food for the participants. This is a free, all-inclusive camp that will educate the children about their culture, history, and language through the skill of fly fishing, while being guided by Indigenous and Hispanic mentors. All events will take place on local northern New Mexico waters. Please scan the QR code, visit our website, email [youthflycamp@gmail.com](mailto:youthflycamp@gmail.com), or call Vidal Gonzales (The Uncivilized Outdoorsman LLC) at 505-614-4495 to apply or to get more information!

**APPLY TODAY! Registration Ends May 20th.**



Registration Link: <https://forms.gle/KDZW3HQqeRkCg8BZ9>





# LOOKING FOR A JOB THIS SUMMER?

DEPARTMENT OF YOUTH AND  
LEARNING IS NOW HIRING FOR...



## Summer Internships

We are looking for individuals to serve the community of Santa Clara as support staff on various projects, mentoring youth, designing and implementing community actions projects, attend trainings and so much more!



### HIGH SCHOOL INTERNS:

#### QUALIFICATIONS:

- CURRENT ENROLLMENT AND COMPLETED FIRST YEAR OF HIGH SCHOOL OR IMMEDIATE GRADUATION IN THE PREVIOUS SEMESTER.
- MUST BE WILLING TO WORK 6-8 HOURS WITH SOME EVENINGS.
- ABLE TO PASS A BACKGROUND CHECK
- \$13/HR

### COLLEGE INTERNS:

#### QUALIFICATIONS:

- HIGH SCHOOL DIPLOMA OR GED; SOME POST-SECONDARY EDUCATION PREFERRED
- MUST BE WILLING TO WORK 6-8 HOURS WITH SOME EVENINGS.
- ABLE TO PASS A BACKGROUND CHECK
- \$15/HR

How to apply:

- Submit your SCPTA application AND...
- Write an essay answering the question: *What does your community mean to you, and how would this internship help you give back to it in the future?*
- Then submit application materials to:

**hjdasheno@  
santaclarapueblo.org**

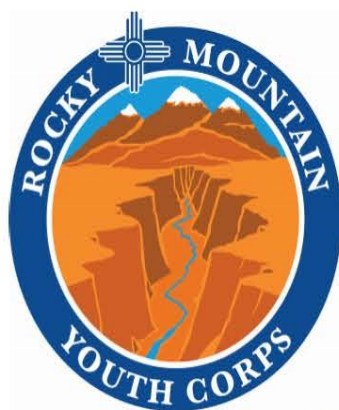
For an application, email  
[jobs@santaclarapueblo.org](mailto:jobs@santaclarapueblo.org) OR  
[nsswentzell@santaclarapueblo.org](mailto:nsswentzell@santaclarapueblo.org)

**May 5, National Day of  
Awareness for Missing  
and Murdered  
Indigenous Women**

- 506** MMIWG cases were identified across 71 selected urban cities
- 128** were cases of missing Indigenous women
- 280** were cases of murdered Indigenous women
- 98** were cases with an "unknown status"
- 29** The median age of MMIWG victims



Urban Indian  
Health Institute  
A Division of the Navajo Health Department



[Rocky Mountain Youth Corps New Mexico](#) is hiring!  
[Corpsmember Positions](#)  
[Staff Positions](#)  
[Bandelier Application](#)

Rocky Mountain Youth Corps is a youth development job training program that is currently recruiting young adults for our Bandelier Preservation and Conservation summer work crews.

**PRESERVATION** crews work to help preserve the historic structures at Bandelier National Monument through AmeriCorps, working from June 2nd-August 1st. Crew Members will earn a living stipend of \$1,240 (before taxes) paid biweekly, and a \$1,565.08 educational award for college or vocational schools. We will also provide job training, and certifications throughout the summer season. Must be 17-25 yrs and a New Mexico Resident, with a preference for tribal members.





### Slots

- Service Specialist\*\*
- Slot Tech\*\*
- Shift Supervisor\*\*
- Slot Tech Supervisor\*\*
- Slot Systems Administrator\*\*
- Slot Supervisor\*\*

### Player Services

- Main Banker\*\*
- Non-Gaming Main Banker\*
- Player Services Representative\*\*
- Player Services Supervisor\*\*

### Food & Beverage

- Host/Hostess\*
- Server\*
- Bartender/Server\*
- Grab & Go Attendant\*
- Busser\*
- Line Cook
- Dishwasher
- Banquet Captain/Supervisor

### Marketing

- Marketing Coordinator\*\*
- Database Analyst\*\*

### Count Team

- Team Member\*\*

### Hotel

- Guest Service Agent\*
- Housekeeping Associate
- Director of Hotel Operations

### Bowling

- Pinsetter Mechanic\*
- Bowling Attendant

### Golf

- Bartender/Server Seasonal\*
- Line Cook Seasonal
- Groundskeeper Seasonal
- Golf Course Superintendent

### Executive

- CFO\*\*

### Compliance

- Internal Auditor\*\*

### IT -On Site

- IT Generalist\*\*

### Finance

- Revenue auditor\*\*

### Surveillance

- Surveillance Agent I\*\*

### HR

- HR Specialist\*\*

### Security

- Security Officer Level I\*\*
- Security Officer Level II\*\*

### Maintenance

- Facilities Maintenance Engineer\*
- HVAC Tech

### Construction

- Superintendent\*
- Field Technician\*
- Project Manager\*
- Estimator\*
- Project Engineer\*

### EVS (Housekeeping)

- Casino Graveyard Associate\*
- Casino Associate\*

### Retail

- Retail Associate\*
- Puye Cliffs Tour Guide



### Fat Burger

No Current Openings

16+\*

18+\*

21+\*

**Gaming License Required\***

To apply, please visit our career listings at [www.santaclaran.com/careers](http://www.santaclaran.com/careers) or visit the Human Resources Office.  
For more information, you may contact.



HUMAN RESOURCES DEPARTMENT  
SANTA CLARA PUEBLO TRIBAL ADMINISTRATION  
578 Kee Street, Espanola, New Mexico 87532  
Phone: (505) 692-6280 Fax: (505) 747-2748

## **EMPLOYMENT OPPORTUNITIES**

Updated: 05/05/2025

### **Accounting**

- (1) Accounts Payable Clerk

### **Adult Day Care**

- (1) Caregiver

### **Custodial**

- (2) Custodians

### **Department of Youth & Learning**

- (3) College Interns-Temporary
- (8) High School Interns-Temporary
- (1) Library Intern-Temporary

### **Forestry**

- (1) Administrative Assistant
- (1) Forest Development Tech Intern
- (1) Heavy Equipment Supervisor
- (1) RTRL Crew Lead

### **Head Start**

- (1) Family Services/ERSEA Coordinator
- (1) Head Start Teacher
- (1) Head Cook

### **Law Enforcement**

- (2) Radio Communication Specialist I

### **Rights Protection**

- (1) Budget Analyst

### **Sanitation**

- (1) Plumber

### **Self-Governance**

- (1) Office Manager
- (1) Farm Tractor Operator

### **Senior Center**

- (1) Cook Aide Meals on Wheels

### **Social Services**

- (2) Tribal Social Caseworker

### **Tribal Courts**

- (1) Court Monitor
- (1) Traffic Court Clerk/Tribal Court Clerk

### **Utilities**

- (1) Executive Secretary

### **Position Requirements:**

- Must be able to successfully pass a Background Check
- Must not have any DUI's/DWI's convictions within the last five years from any Tribal, State or Federal Court
- Must have a valid New Mexico Driver's License and be insurable through the Tribe's insurance carrier

### **PREFERENCE**

*Tribal member/Native American preference shall apply to all positions at the Santa Clara Pueblo Tribal Administration  
Santa Clara Pueblo Tribal Administration is a drug/alcohol free workplace*

**All applicants must meet the minimum required qualifications for the position.**

**All positions are open until filled**

For a copy of the position descriptions, or more information please contact the Santa Clara Tribal Administration's Human Resources Department email: [jobs@santaclarapueblo.org](mailto:jobs@santaclarapueblo.org)

or call (505) 692-6280

**ALL APPLICATIONS MUST BE COMPLETED THOROUGHLY AND SUBMITTED TO THE HUMAN RESOURCES OFFICE**