



March 6, 2026

TO: All Male Community Members

FROM: James A. Naranjo, Governor

DATE: March 2, 2026

RE: **Ditch Cleaning**

The Santa Clara Pueblo Ditch Clean-up will be held on **Saturday, March 14, 2026 at 7:00 a.m.** All male residents will assemble in the village at 7:00 a.m. to sign-in. As a reminder please bring shovels on the day of clean-up.

It is mandated by the Tribal Council that **all male community residents between the age of 16 and 65 shall participate in all community work**: ditch cleaning, Pueblo clean-up, etc. Failure to participate will result in certain privileges that will not be afforded to you. (Hunting, Wood & Dirt Permit).

To be excused from these activities you must have a doctor's verification submitted to the Governor's Office that you are medically unable to participate or disabled.

If you have any questions you may contact the Governor's Office at (505) 753-7330.

As you are aware the US and Israel launched a major attack on Iran on February 28th killing their leader, Ayatollah Khamenei. Since then, Iranian retaliation attacks are in progress affecting global markets in shipping, air travel and oil.

Just as a precaution, should the continued Iranian retaliation affect New Mexico, we offer the following Emergency Supply Kit list recommended by FEMA that you may want to prepare.

Water and non-perishable food for several days	First aid kit
Infant formula and diapers	Moist towelettes, garbage bags
Prescription medication and glasses	Cash and change
Pet food, water and supplies for your pet	Sleeping bag or warm blankets for each person
Important family documents	Toilet paper, personal hygiene items
Extra cell phone battery or charger	Hand sanitizer
Flashlight and extra batteries	Paper cups, plates, paper towels

The Office of Vital Statistics and Enrollment is pleased to announce the second tribal enrollment opportunity for all interested individuals seeking enrollment with the Pueblo of Santa Clara.



Effective **March 02, 2026**, the staff of the Office of Vital Statistics & Enrollment (OVSE) will commence the distribution of tribal enrollment applications. This service will be available from **8:00 AM to 4:00 PM (Offices Closed from 12:00 pm to 12:45 pm) Monday through Friday**. Accompanying the applications will be an application checklist to help you know what documentation is required when applying.

What to expect when enrollment opens to our community.

Upon the commencement of tribal enrollment, the Office of Vital Statistics and Enrollment will distribute applications that require the applicant's signature to confirm receipt. Each application will have a stamped number, providing a unique identifier for each applicant to facilitate our filing system. This application outlines the documents and information required for submission to the Vital Statistics and Enrollment Office. **All individuals who are 18 years of age or older must personally sign for and collect their application packet. It is not permissible for family members to collect the packet on behalf of others. Minors under 18 years of age will be included in their parent's application form, accompanied by the necessary documentation, when submitted to the Office of Vital Statistics and Enrollment (OVSE).**

What happens when I submit my application?

Upon submitting your application, all required documentation must be provided to our office, along with the \$100.00 application processing fee (**non-refundable**). Please note that we only accept money orders for this fee. All necessary documents must be signed, notarized, and finalized when submitted at the time of entry. If your application is inadequate, it will be returned to you until all documentation is properly completed.



Once the OVSE staff have received a sufficient number of applications, we will then schedule a meeting with the Tribal Council to review the submissions. You will receive notification of your application status by postal mail.

If you have any questions about your status as an applicant, enrolled member, or non-member resident, or any concerns, please do not hesitate to contact the OVSE staff.

OVSE Staff:

**Tracilee Gutierrez,
Director**

**Corrine J. Padilla,
Enrollment Clerk II/Data
Entry Tech.**

**Bethany K. Gutierrez,
Program Assistant**

**Louis A. Naranjo,
NMR Clerk**

Office Hours:

Mon.-Fri.

8:00 am to 12:00 pm

Lunch:

12:00 to 12:45 pm

Afternoon Hours:

12:45 pm to 4:30 pm

**Santa Clara Pueblo Office
of Vital Statistics &
Enrollment/Non-Member
Residency Program**

**P.O. Box 580/ 578 Kee Road
Espanola, NM, 87532**

Phone: 505-692-6325

**Website address:
<http://santaclarapueblo.org>**

Governor's Page



Governor James Naranjo, District Manager Alicia Montoya and Monique Fragua, President of IPMI met with Albuquerque's Mayor Keller on the flourishing District's operations, partnerships and economic progress. The meeting underscored the growing collaboration between the 19 Pueblos District and the City, as well as the District's commitment to strengthening intergovernmental relationships.

A key focus of the discussion was the significant headway made toward establishing a formal intergovernmental agreement (IGA) between the 19 Pueblos Governing Council and City of Albuquerque regarding the Indian Pueblo Entrepreneurial Complex.

The proposed IGA aims to enhance cooperation, clarify jurisdictional matters and create a framework for continued partnership on economic development, public safety, and business opportunities for Native and Non—Native entrepreneurs. This IGA will be presented before the Governing Council at its March 27 meeting for consideration.

Governor Naranjo emphasized that the District's work is centered on ensuring that all 19 Pueblos benefit from responsible governance and economic opportunity within Albuquerque city jurisdiction. "Our role is to ensure that development within the District reflects the values and priorities of the 19 Pueblos while fostering strong partnerships with the City and community stakeholders," he said.

In addition to advancing the IGA, District leadership continue to ensure that all businesses operating on District property remain in full compliance with District laws and policies. Oversight includes adherence to regulator standards, lease agreements and operational guidelines established under the authority of the 19 Pueblos Government.

The District recently welcomed three new tenants that further strengthen its economic footprint: Tanoan Kava Tea, the Tesla Charging Station—now the largest charging station in the State of New Mexico and La Montanita Food Co-op Grocery Store. These additions join a roster of successful enterprises operating on District property under the jurisdiction of the 19 Pueblos Government and the leadership of the Pueblo Governors.

Through business-generated taxes and fees, these enterprises provide critical revenue streams that are distributed back to all 19 Pueblos. District officials note that this reinvestment model ensures that economic growth within Albuquerque directly supports Pueblo communities across New Mexico.

The District Government office is located on the top floor of the Indian Pueblo Cultural Center, a landmark that serves as both a cultural hub and a symbol of Pueblo heritage and resilience. From this central location, the 19 Pueblos District works continuously to strengthen relationships among the District Government, Indian Pueblo Marking, Inc. (IPMI) and the Indian Pueblo Cultural Center. Together, the three entities collaborate to promote economic vitality, cultural preservation and shared prosperity for the 19 Pueblos.

As the March 27 Governing Council meeting approaches, the focus will remain on advancing partnerships that honor tribal sovereignty while building a thriving future within Albuquerque. Please visit 19pueblosdistrict.org



The Reverend Jesse Jackson Sr. was campaigning to become President in 1984 when he stopped at Santa Clara Pueblo. Standing with then Governor Jose Miguel Tafoya he gave a short speech to staff and community members present. He advocated that whether Young, Urban, Reservation, or Poor, none of that mattered. After his powerful presentations, Jackson asked attendees to affirm, "I am somebody." Everyone has dignity and can contribute to the betterment of America. Reverend Jackson was well-versed on federal-Indian policy, tribal treaties and the Supremacy Clause and the importance of economic development.

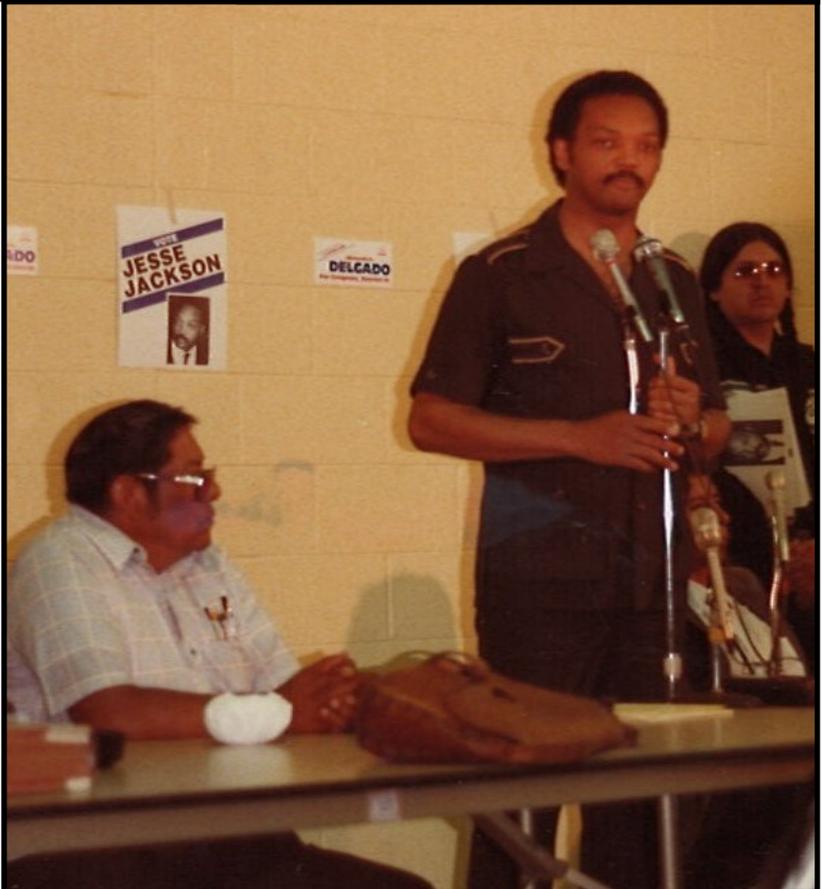
Reverend Jackson was a cornerstone of the American Civil Rights Movement, his "Rainbow Coalition" philosophy championed solidarity among all marginalized groups including Native Americans, Latinos and the poor.

Though not a central figure in Native American-led movements, Reverend Jackson frequently used his platform to support Indigenous causes:

- 1997: He supported the Colorado River Native Nations Alliance in its efforts to protect a sacred site from nuclear waste dumping.
- 2000: He advocated for the release of activist Leonard Peltier during the final months of the Clinton administration.
- 2016: Jackson traveled to the Standing Rock Sioux Reservation during the #NoDAPL protests, stating the tribe's cause was "precious" to him.

Reverend Jesse Jackson passed away on February 17, 2026. He was 84.

Please remember to register to vote in the upcoming 2026 Primary election at the SCP precinct location. Your vote in the November mid-term means everything. Early voting dates will be set by the Rio Arriba County Clerk's office, TBA.



Thank you to Rosemary Lonewolf for photos she took of Jackson in 1984. Excerpts of articles came from Native News Online.

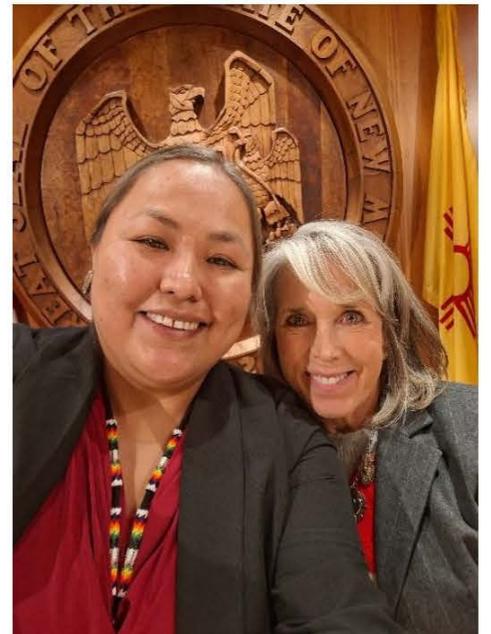


SENIOR DAY AT THE NEW MEXICO STATE CAPITOL – FEBRUARY 13, 2026

On Friday, February 13, 2026, seniors from across the state gathered at the New Mexico State Capitol to participate in Senior Day. The event provided an opportunity for older adults to engage with legislators, learn about current initiatives, and advocate for programs and services that support senior communities throughout New Mexico.

We are proud to share that Senior Center Director Gail Mohamed and Administrative Assistant Colleen Jimmie were invited to attend a private meeting with Governor Michelle Lujan Grisham. During this meeting, they proudly represented Santa Clara Pueblo and advocated for the needs, priorities, and continued support of our Pueblo seniors.

Senior Day was a meaningful and impactful experience, ensuring that the voices of our elders are heard at the state level. We remain committed to strengthening partnerships and continuing to advocate for the well-being of Santa Clara Pueblo seniors.





Accounting/Procurement Department

Happy 2026 New Year from the Accounting/Procurement Department!!

The Accounting/Procurement Department continues to provide accounting/procurement services to all Santa Clara Pueblo departments that receive Federal and State, local, funding, as well as the Pueblo's General Fund.

The department is responsible for financial management, including accurately identifying revenue received from these entities and costs incurred by these federally and state-funded programs. The Pueblo is a Self-Governance tribe, and all programs are administered and accounted for at the Tribal level.

The department is audited annually on all federal and state funds received. The Tribal Council also requires an annual audit of the general fund. All audits are performed by an independent CPA firm, and the Pueblo's financial statements are prepared by the Department with the assistance of financial consultants. The 2024 audit was completed in September 2024 with no findings. The 2025 audit will be conducted, completed, and submitted by September 30, 2025. All prior year audits have been completed on time with no findings.

SANTA CLARA PUEBLO ACCOUNTING/PROCUREMENT TEAM:

ACCOUNTING

Kathy Naranjo, Accounting Director, knaranjo@santaclarapueblo.org

Hello, I am Kathy Naranjo, Accounting Director for the Pueblo. I have been in my current position for 21 years, which has been a gratifying and challenging experience. I have been employed with SCP since 1979 in various Accounting positions.

I oversee the Accounting/Procurement Department to ensure we are in compliance with all Federal, State, and Private funding, including the Pueblo's General Fund. I provide and cross-train staff on various aspects of accounting. Staff are encouraged to continue their education to further develop their accounting skills and knowledge. Along with our day-to-day activities, the team is currently updating the Accounting/Procurement Policies and creating an Accounting/Procurement Handbook that outlines our day-to-day processes, which will be a great tool for staff and new hires within the department.

The Tribal Treasurer is a key elected official who also oversees all financial activity of the Pueblo. We work closely with the Treasurer on a daily basis. We are responsible for making presentations to the Tribal Council as needed.

Marion Salvador, Federal, State, and Private Compliance Officer, msalvador@santaclarapueblo.org

Greetings, I am the FSP (Federal, State, Private) Compliance officer for the Pueblo's Accounting Department. Working for the Santa Clara Pueblo organization for the past 8 years has been a truly rewarding learning experience. Some of my duties include working with departments to ensure they are compliant with their grants and complete their scope of work. I meet quarterly with the departments to discuss any issues they may have with the grantees, their projects, or our accounting office. The Pueblo also has many tribal Infrastructure and capital outlay projects with the State of New Mexico, and I ensure the reimbursements to the state are completed. I assist the staff accountants and, when necessary, the Director with various tasks. I also oversee the Accounts Payable function, ensuring the Pueblo's accounts are kept current and that invoices are processed. This also involves maintaining vendor files in preparation for our annual audits. Along with my work, I am attending Northern New Mexico College, where I am working on my bachelor's in business administration with a minor in accounting, hoping to complete it very soon. I am blessed to be working for the Pueblo. I wish you all a great year.

Josue Vizcarra-Casteneda, Staff Accountant II, jvizcarra@santaclarapueblo.org

In my role as a Staff Accountant for Santa Clara Pueblo, I help track the grants the Pueblo receives from federal, state, and private sources. I record award information, monitor spending, and ensure the financial activity for each project is documented clearly and in accordance with the required guidelines. My goal is to provide reliable information that supports good decision-making across departments.

I enjoy working with numbers and organizing information. Most of my day is spent recording transactions, reviewing budgets, and preparing financial reports for the programs the Pueblo manages. Through this work, I support efforts that contribute to self-governance, community well-being, cultural preservation, economic development, and public engagement. While many departments bring in the funding, accounting helps ensure those resources are used responsibly.

Outside of work, I enjoy exploring new places, which helps me stay balanced and refreshed.

Rebecca Naranjo, Staff Accountant II, rjnaranjo@santaclarapueblo.org

I have been working with the Tribe for 11 years. I handle numerous Grants, Environment Programs, Head Start, Social Services Title IV, Senior Citizens Title VI, State Grants for Seniors & Adult Day Care Programs, Library, Dept of Youth & Learning programs, the CHR Programs, and Self-Governance Programs. Each department entails reviewing Purchase Requisitions, properly coding expenditures, program budgets, and ensuring adequate funding is available. Provide assistance to Directors in managing their budgets and in any other matters to comply with grant requirements. Monthly reconciliations of assets, liabilities, fund balance, revenue, and expenditure accounts for each fund. Adjusting journal entries and reconciling account balances. Process requests for reimbursements for 5 State Grants on a monthly & quarterly basis. Work with funding agencies on on-site reviews, correct any audit findings, and address any other related issues. Handles cash receipts weekly. I am very busy each day with

new and challenging work-related issues; however, I am happy to provide my professional knowledge and services to the Tribe.

Desiree Herrera, Accounts Payable Clerk, drherrera@santaclarapueblo.org

Hello everyone!

My name is Desiree Herrera, and I am the Accounts Payable Clerk in the accounting department. I started with the tribe almost 2 years ago as the Accounting/Procurement Clerk. Within that role, I catalogued incoming documents, helped with the inventory of ordered items, and processed POs and payments. About half a year ago, I stepped into the role of Accounts Payable Clerk, where I process checks, work on monthly billings with various vendors, and create a record of payments for departments and vendors to refer to. More recently I have been focused on building an electronic record for all payments as well as uploading copies of payments for departments to access. I am able to assist with Microix related questions regarding submission of payments, and finding the back up information for payments.

I was born, raised, and continue to live within the community that I call home. I hope to help in any way I can and continue to learn. Feel free to pop in and say hi anytime.

PROCUREMENT

Delores Allison, Procurement Manager, dallison@santaclarapueblo.org

Hello, my name is Delores Allison. My current position with Santa Clara Pueblo Administration is Procurement Manager. I have worked with Santa Clara Pueblo for 19 years, beginning as a Procurement Clerk. I work under the supervision of the Accounting Director, Kathy Naranjo. My duties include overseeing the Procurement office, which provides goods and services to Santa Clara Pueblo, ensuring that all procurement activities are carried out in accordance with Santa Clara Pueblo policies and procedures. I work with vendors to meet quality, cost-effectiveness, shipping, and receiving standards. I assist departments with current purchasing questions, process travel requisitions for SCP employees, reconcile credit cards, complete professional service contracts, and assist departments with new accounting software to process requests. I work closely with the Accounting staff to ensure the encumbrances are correct and entered into the accounting software we use.

Vacant Positions:

Property Specialist

Accounting/Procurement Clerk

The Contracts Manager has been filled

If you are interested in a career in the Accounting or Procurement field, please call us or email us for more information about positions. We love to hear from you. Training opportunities are provided.

Please contact Kathy Naranjo, Accounting Director, or Delores Allison, Procurement Manager, at (505) 692-6255 if you have any questions about our department.



Evaluations (surveys) focus on assessing impact and overcoming capacity limitations. This Institute of Museum and Library Services (IMLS) grant concentrates upon enhancing the role of Tribal libraries as community knowledge centers. The following questions are based on the needs of the Santa Clara Pueblo Community Library. To better understand who we are serving and to ensure the library meets the needs of our entire community, please share the following information.

What is your age range? (Circle one)
A.) Under 12
B.) 13–17
C.) 18–25
D.) 26–40
E.) 41–60
F.) 61+

What is your role in the community? (Circle all that apply)
A.) Student
B.) Parent/Guardian
C.) Elder
D.) Educator
E.) Tribal Employee
F.) Community Member
G.) Other: _____

Do you live within Santa Clara Pueblo?

Yes
No

How many people are in your household?
A.) 1
B.) 2–3
C.) 4–5
D.) 6+

Do you have children under 18 in your household?

Yes
No

1. Library Usage and General Needs

- How often do you or your family members visit the library or use its services? (Circle all that apply)
A.) Online only
B.) One time per week
C.) Two to three times weekly
D.) Once per month
E.) Two to three times per month
- What is the primary reason you visit the library? (Circle all that apply)
A.) For borrowing books
B.) Computer Lab (Computer, Printing, Internet)
C.) In-Person Services
D.) Events
- What services are currently missing that would make the library more valuable to you? (Write short answer)

2. Digital Services and Technology

- Do you have reliable, high-speed internet access at home?
- Yes
- No
- What digital skills training would be most helpful to you? (Circle all that apply)
A.) Job Searching and Resume Building
B.) Online Education
C.) Internet Safety
D.) Digital Literacy

- Are you interested in preserving digital archiving of community photos, audio, or video? (Circle “yes” or “no”)
- Yes
- No

3.) Educational Programming

- What topics for workshops or educational events for children/teens would you like to see? (Circle all that apply)
A) Story Telling Sessions
B) Cultural Workshops
C) Book Clubs
D) One-on-One Computer Assistance
E) Other
- What topics for workshops or educational events for adults/Elders would you like to see? (Circle all that apply)
A) Space for community events/discussions
B) Cultural Research
C) Writing Workshops
D) Lectures/guest speakers
E) Other
- What are the biggest barriers preventing you from attending library programming? (Circle all that apply)
A.) Lack of time and a hectic schedule
B.) The time of day
C.) Not aware of what the library provides
D.) Digital access and skills
E.) Childcare and competing responsibilities
F.) Lack of transportation
G.) Other

4. Community Impact and Outcomes

- If the library provided specific services such as educational programming; digital services; archiving Tribal history, stories, and photos; how would it improve your life or the community's well-being? (Write short answer)

- Would you be willing to volunteer, share a skill, or partner with the library to help with community needs? (Write short answer)

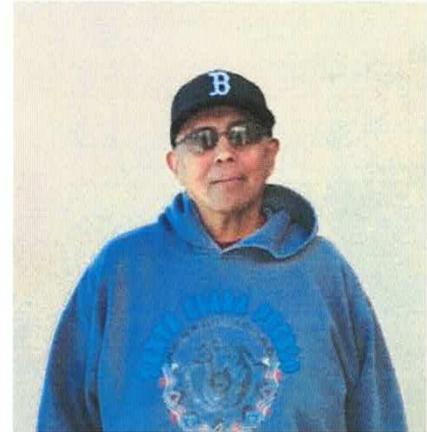
5. Facility and Access

- What improvements to the library's physical space are most needed? (e.g., meeting rooms, study areas, computer labs)

- What recommendations would you suggest for the library? What collections, books, magazines, or media do you want to see?

Partner Spotlight

For Stephen Calvert, an enrolled member of Ohkay Owingeh (San Juan Pueblo), caring for Elders is both a calling and a reflection of the values he was raised with. Today, he brings that commitment to his work as Activities Coordinator at the Santa Clara Senior Center in the neighboring Kha'p'oe Ówíngeh (Santa Clara Pueblo), where he supports Elders from across the community.



Steven Calvert, Santa Clara Senior Center

Through a long-standing partnership with Partnership With Native Americans® (PWNA), the Santa Clara Senior Center receives bulk food shipments through our Standard Food service, helping ensure Elders have consistent access to nutritious meals. This support allows the center to serve congregate meals to Elders who gather at the center, as well as provide home-delivered meals to homebound Elders throughout the Pueblo—extending care well beyond the building's walls.

Over the past year, Stephen has also helped coordinate a Thanksgiving Community Dinner and provide holiday gift bags for Elders through the Santa Clara Senior Center's long-standing partnership with PWNA. Now in its 14th year, this collaboration has strengthened the center's ability to serve Elders while reinforcing meaningful connections with community partners. Alongside these efforts, the center continues to offer a range of activities and wellness-focused programming that support connection, care, and quality of life for seniors. Reflecting on the partnership, Stephen shared, *"Your contributions truly make a difference."*

Featured Product



PWNA added several items to our warehouse inventory to benefit your participants. Ask your Partnership Development Coordinator about these items during your next follow-up call.

- Water Bottles (16–16.9 oz): For events, and on-the-go hydration.
- Sports Drinks: Ideal for outdoor activities and community gatherings.
- Soda: Assorted varieties to support meal services and special events.
- Rice Meals: Easy-to-prepare meal options for nourishment.
- Hand Sanitizers: Essential hygiene items to help promote health and safety.

February 11, 2026

Greetings,

Santa Clara Pueblo Forestry is currently implementing our Invasive Plant Species/Noxious Weeds project at the agricultural fields of Santa Clara Pueblo. Invasive Plant Species and Noxious Weeds pose a serious threat to Santa Clara Pueblo's environment. These Invasive Plant Species and Noxious Weeds can spread rapidly and can cause many negative impacts to our ecosystems. Invasive Plant Species have been known to cause displacement of native plants and animals, increased fire danger, and much more. In agricultural or rangeland fields, these species can cause severe impacts by decreasing crop and lowering forage for rangeland animals.

Santa Clara Pueblo has been managing Invasive Plant Species for several decades and have seen an increase of these Invasive Plant Species and Noxious Weeds. Most eradication efforts have been targeting riparian Invasive Tree Species that have displaced many of our native tree species along the Rio Grande, currently in our agricultural fields. These targeting tree species are Russian Olive, Siberian Elm, and Salt Cedar. Management efforts along the Rio Grande and Santa Clara Creek have made a huge impact over the years. Russian Olive, Salt Cedar, and Siberian Elm that had infested the banks of the Rio Grande have been partially removed, providing space for native Cottonwoods and Willow species to grow. Although most large Invasive Species have been removed, resprouting continues, and the habitat along the Rio Grande still needs to be maintained annually.

Santa Clara Pueblo Forestry will be sending out quarterly updates in our community newsletter to inform our community members of Invasive Plant Species management efforts.

Santa Clara Pueblo Forestry will be contacting the assignees of agricultural fields to ask permission to implement Invasive Plant Species and Noxious Weeds treatments in your fields.

If you have any questions or concerns, feel free to reach out to our department at 505-692-6274.

Thank You,

Ivan J. Shije

Forest Development & Restoration Manager



SANTA CLARA PUEBLO OFFICE OF VITAL STATISTICS & ENROLLMENT

Greetings from the Office of Vital Statistics and Enrollment (OVSE) Program. My name is Tracilee Gutierrez, and I am a 44-year-old tribal member of Santa Clara Pueblo. I serve as the Director of the Office of Vital Statistics, having commenced my occupation with the OVSE Department in mid-November of 2021 as the Programs Manager and Enrollment Clerk. I hold an Associate's Degree in Information Technology and am currently pursuing a Bachelor's Degree in Information Technology as well as a certificate in Business Administration.

In my role as Director, I operate under the general guidance of the Deputy Tribal Administrator, Mr. Gilbert R. Tafoya. I am responsible for supervising the Non-Member Residency and the Tribal Enrollment Program. My duties include managing enrollment files, issuing death certificates, processing Bureau of Indian Affairs (BIA) forms, and facilitating correspondence with the Tribal Governor's Office. I also link with external agencies concerning enrollment matters and ensure the accuracy of census data by entering information into the registry. Furthermore, I participate in Tribal Council meetings to discuss sensitive topics, including Minor Child Registrants, Death Certificates, and other issues related to the OVSE Department.

I am currently working as a Program Manager and Enrollment Clerk, and as the Director of the OVSE. At present, we have a vacant position; however, until it is filled, I will diligently work each day to assist our community patrons and external entities. My staff and I are committed to achieving our objectives and ensuring that we provide our community with the respect and thoroughness we uphold as a team. We strive to deliver exceptional service through hard work and patience in our interactions with customers.

Program Manager/Enrollment Clerk I-This position remains unfilled as of 2025. We are actively seeking an individual from the community who preferably has proficiency in Tewa and familiarity with our community members. This individual will meet with the Tribal Council once or twice a month after enrollment reopens. Responsibilities will include managing and preparing all forms, documents, and applications related to tribal enrollment, including using our Progeny software. Proficiency in computer skills, including the ability to edit and manage files daily, is essential. The role involves protecting operations by ensuring information remains confidential. Responsibilities include composing and copying memoranda, reports, and various correspondence, maintaining maximum accuracy, and distributing them to the appropriate personnel or agencies. The position also requires maintaining professional and technical knowledge by attending educational workshops and training on relevant systems. It is essential to ensure that all necessary forms are

mandatory. The individual is responsible for effectively explaining the enrollment processes to the community and providing excellent customer service both over the telephone and in person. Contributing to team efforts by achieving related results is also expected. Throughout all tasks, the confidentiality of privileged information must be upheld while performing additional duties as assigned.

Candidates must be comfortable engaging with the community and receptive to feedback, particularly from elders and community members who may provide input in person or by phone. Candidates need to demonstrate resilience and maintain composure in the face of constructive criticism. This position remains unfilled as of 2025. We are actively seeking an individual from the community who preferably has proficiency in Tewa and familiarity with our community members. This individual will meet with the Tribal Council once or twice a month after enrollment reopens. Responsibilities will include managing and preparing all forms, documents, and applications related to tribal enrollment, including using our Progeny software. Proficiency in computer skills, including the ability to edit and manage files daily, is essential.

Corrine Padilla serves as the Enrollment Clerk II/Data Technician under the supervision of the Vital Statistics Enrollment Clerk/Program Manager. In this role, Ms. Padilla is responsible for classifying records and verifying numerical data to maintain accurate records in systems aligned with the department's objectives. She serves as the primary point of contact for individuals seeking information and submitting applications under the Santa Clara Pueblo Enrollment Processes.

Ms. Padilla proficiently enters alphabetic, numeric, or symbolic data from source documents into the computer using data entry devices such as keyboards or optical scanners, adhering to the format displayed on the screen. She meticulously compares the entered data with the source documents and re-enters information in a verification format when necessary to identify and correct any errors. Additionally, she reviews notes and instructions on source documents, juxtaposing this information with printouts to identify discrepancies and ensure compliance with established policies and procedures.

Furthermore, Ms. Padilla compiles, sorts, and verifies the accuracy of the data before it is entered. She creates and implements office management and operational procedures, provides reference files, and drafts various correspondence. A crucial aspect of her role is safeguarding operational integrity by maintaining strict confidentiality of sensitive information. She is responsible for composing and distributing memoranda, reports, and other correspondence with the utmost accuracy to the appropriate personnel or agencies.

Ms. Padilla participates in educational workshops and training relevant to her responsibilities. She ensures the availability of necessary forms and oversees the copying process. Additionally, she attends all scheduled meetings as requested by the Director. Ms. Padilla is adept at providing clear explanations of the Enrollment processes to the community while delivering exemplary customer service both in person and via telephone. She actively contributes to team objectives by accomplishing related results as needed, consistently maintaining the confidentiality of all privileged information while performing other assigned duties.

Louis “Smokey” Naranjo, Non-Member Residency Program Clerk. I am 25 years of age and a tribal member of the Santa Clara Pueblo. I hold an associate and bachelor’s degree in information technology, and I enjoy my position in the OVSE department. I am under the general supervision of the Director of the Office of Vital Statistics and Enrollment or their delegate in charge. This position is responsible for classifying records and verifying numerical data to maintain records using systems designed to achieve the department's objectives. This position serves as the primary point of contact for individuals requesting information and submitting applications based on the Non-Member Residence (NMR) Code. Compare the entered data with the source document or re-enter it in the verification format on the screen to detect errors.

I also read notes and instructions written on source documents and compare the information with printouts to detect errors and ensure completeness and conformity with establishment policies and procedures. Compiles, sorts, and verifies the accuracy of data to be entered. Creates and implements office management and operational procedures. Provides reference files and drafts correspondence. Protects the operation by keeping information confidential. Composes and copies memorandums, reports, and various correspondences, ensuring maximum accuracy, and distributes to appropriate personnel or agency. Maintains professional and technical knowledge by attending educational workshops and training on related systems. Ensure all necessary forms are available and copies are made. Works closely with the Non-Member Residence (NMR) Committee. Schedules appointments with Community Members, etc. Contacts and schedules meetings for the Non-Member Residence Committee. Attend meetings with the Non-Member Residence Committee. Attends all scheduled meetings as requested by the Director. Responsible and proficient in explaining the Non-Member Residence Code to the community. \

I graduated from Espanola Valley High School in 2025. I will begin classes this fall at Northern New Mexico College, exploring academic and career opportunities that align with my passions and goals. Alongside my professional responsibilities, I have a strong interest in the arts. Last year, I completed my first mural at Espanola Valley High School and participated in my first art showcase with Northern New Mexico College. I look forward to pursuing more creative ventures this year and continuing to grow as an artist. Outside of work and school, I enjoy spending time with my beloved cat, Wilkey, listening to music, and expressing myself through art. Creativity and music are important parts of my life, and they inspire me to stay connected and motivated. I’m grateful for the chance to contribute to our Pueblo and look forward to making a positive impact during my time here.

Director - Many of our essential duties and responsibilities involve maintaining discretion and confidentiality by keeping all personal and valuable documents safe within our Progeny database. The OVSE staff and I are also responsible for maintaining our program's catalogs of current tribal enrollment rolls, base rolls, and vital statistics documents, as well as updating current and future forms.

Our office has worked diligently to hand over multiple numbers of personal documents and files, which our staff members enter into our Progeny Database System. This system organizes all Tribal member and non-member documents and confidential information. Additionally, the Progeny Database System enables our staff to interact with community members, Law Enforcement, Tribal Court, Tribal Leadership, and outside agencies regarding sensitive and personal information.

Our staff will continue to work hard each day and collaborate with our community, whether it involves enrollment, Census, Non-member residency, or day-to-day office work. We enjoy what we do, and we love seeing the faces of our community when they visit the office to obtain an ID, return an application, or update a document.

For those requesting documents from the Office of Vital Statistics, you can call our office or use our electronic request form, which can be filled out on your computer, phone, or tablet and sent directly back to us. Once approved by the Governor, we can get your request out. This is OVSE policy; staff have taken an oath of confidentiality, and before any documents are issued to anyone, the Governor must approve their release.

To update your files, please get in touch with the Office of Vital Statistics and Enrollment to inquire about the necessary documentation required from you. The Governor and Tribal Council encourage all enrolled members to keep their contact information up to date with our office. We continue to take pride in our daily work. Our focus is on maintaining essential levels of confidentiality and keeping our communities' documents safe and undisturbed.

Contact Information

Phone: 505-692-6325

Tracilee Gutierrez, OVSE Director/Ext: 1220

Email: tgutierrez@santaclarapueblo.org

OVSE Program Manager/Enrollment Clerk I/ Ext: 1342-Vacant

Corrine J. Padilla, OVSE Data Entry Tech/Enrollment Clerk II/ Ext: 1245

Email: cjpadilla@santaclarapueblo.org

Louis A. Naranjo, OVSE, Non-Member Residency Program Clerk/ Ext: 1209

Email: lanaranjo@santaclarapueblo.org

Bethany K. Gutierrez, OVSE Program Assistant/Ext: 1269

Email: bkgutierrez@santaclarapueblo.org

Santa Clara Pueblo Office of Vital Statistics & Enrollment/ Non-Member Residency

P.O. Box 580

578 Kee Street

Espanola, New Mexico 87532



Office of Vital Statistics & Enrollment

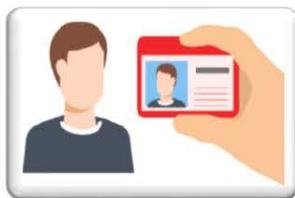
CALL US TO SCHEDULE YOUR APPOINTMENT!

The Santa Clara Pueblo Office of Vital Statistics and Enrollment wish to inform the community that if you possess a lost, damaged, or expired Tribal or Non-Member Resident Identification card, the OVSE program encourages you to update your information and grab an ID card at your earliest convenience.

Please contact our office to schedule an appointment to complete the necessary document updates.

Documents needed to obtain an Identification Card

- Official certified state-issued birth certificate.
- Current Address (addresses must be updated as changes occur, and proof of residency, agreement, and physical address must be provided). Current New Mexico Driver's License or Photo ID card.
- Current Contact Information (landline, cell phone, & email address).
- Adoption Documents of an enrolled member, from any tribal, state, or federal jurisdiction.
- Custody documents of a minor child, from any tribal, state, or federal jurisdiction.
- Name change document of an enrolled member from any tribal, state, or federal jurisdiction.
- Other pertinent information includes, but is not limited to, marriage license/certificate, informal marriage (common law) registrations, divorce decree, power of attorney statements, land records, church records, military records, High school Diplomas or GED Certificates, and/or other school or tribal records, documentation.
 - Have not had symptoms of the Flu virus or COVID-19 in the last two weeks of scheduling your appointment.
 - Family appointments are accepted if documentation is up to date



OVSE

OVSE

IF YOU HAVE RECENTLY LOST OR NEED A REPLACEMENT TRIBAL ID, THERE IS A RENEWAL FEE OF \$25.00 (NON-REFUNDABLE)



TO MAKE AN APPOINTMENT, CONTACT THE OVSE STAFF @ 505-692-6325.

SANTA CLARA PUEBLO OFFICE OF VITAL STATISTICS & ENROLLMENT

P.O. Box 580
578 Kee Street
Española, NM 87532

Monday-Friday
8:00 am -12:00 pm
1:00 pm -3:30 pm

Lunch:
12:00 pm to 12:45 pm



FLETC, the Federal Law Enforcement Training Center is located in Artesia, NM.

FLETC serves as the training center for police officers, border patrol, conservation officers, Secret Service and dispatchers.

Congratulations

Conservation Officer Deon Calabaza

Officer Calabaza started working for Santa Clara Pueblo Police Department in May 2025. He is from Santo Domingo Pueblo.

Since completing his three month training at FLETC, Deon is now a certified first responder and is also certified to carry a weapon as an officer.

We thank you for your commitment to obtaining the training and serving the our Community, Officer Calabaza.



Welcome Angel Trujillo

Angel is Santa Clara Police Department's most recent dispatch hire, starting with the PD on January 31, 2026. In the near future, she will be attending the virtual Dispatch Academy offered by FLETC. During the two-week academy training she gain all the knowledge needed to serve as a successful police dispatcher.

Ms. Trujillo is from Truchas, NM, and has two daughters and a granddaughter. Her interests include camping, fishing, horse back riding, watching movies and dancing.





Wyatt Grey is a senior at the Santa Fe Indian School and a member of the varsity football team. He is the son of Robert Grey and Sharon Cahoon-Grey. This year he was selected to participate in the 2026 Indigenous Bowl and camp hosted by the Soboba Band of Luiseno Indians. The camp and bowl game is the premier event for the 7G Foundation with the goal of molding the next 7 generations of native leaders through education, athletics, culture, and real-world support and was only open to native high school seniors. The football camp and bowl game was held from February 18- 22, 2026 in San Jacinto California. The game can be viewed on Youtube and the Live Like Jack Foundation.

Santa Clara Pueblo Mobile Food Pantry

WHAT: Drive-thru Food Distribution for Residents of Santa Clara Pueblo

WHEN: TUESDAY, MARCH 10, 2026

TIME: 8:30 A.M. - 10:30 A.M. (OR UNTIL BOXES RUN OUT)

WHERE: Santa Clara Pueblo Senior Center Parking Lot

*** Important Registration Information ***

To participate, registration is required, and households must meet income guidelines to qualify. If you currently receive SNAP, WIC, or commodities, you are automatically eligible. However, TEFAP application is still required to receive the distribution

IF YOU HAD ALREADY REGISTERED, YOU DO NOT NEED TO REGISTER AGAIN.

DISTRIBUTION WILL BE ON A FIRST COME, FIRST SERVED BASIS.

Pre-registration is now open at the Senior Center until:

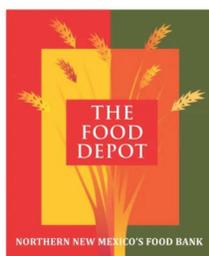
Monday, March 9, 2026 before 2:00 PM.

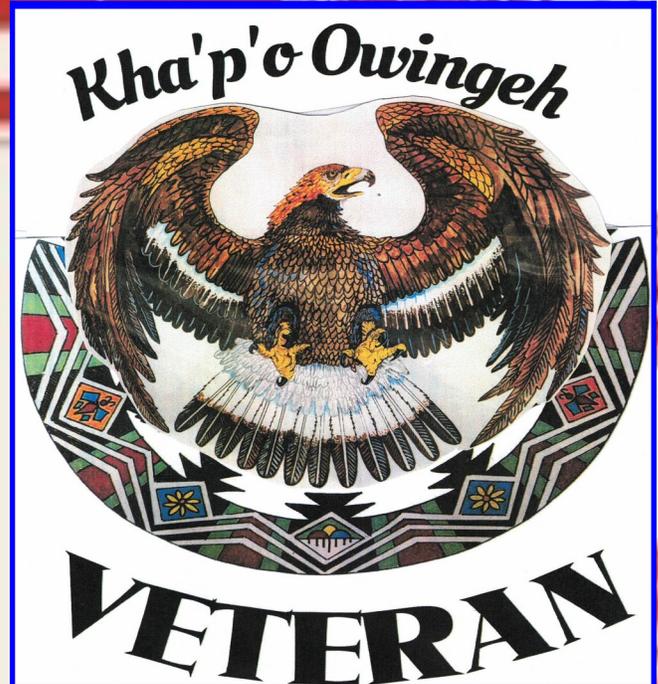
Staff will be available to assist with completing the application. Applications will also be accepted on the day of distribution:

Tuesday, March 10, 2026 from 8:30 a.m. - 10:30 a.m.

Any questions Call Gail Sisneros Mohamed, Director of Senior Center

Office: 505-692-6244 x 1256





The logo development for Santa Clara Pueblo Veterans is completed. Thank you to artist, Randy Silva for his beautiful artwork and his commitment honoring the men and women of the Pueblo who served in the military.

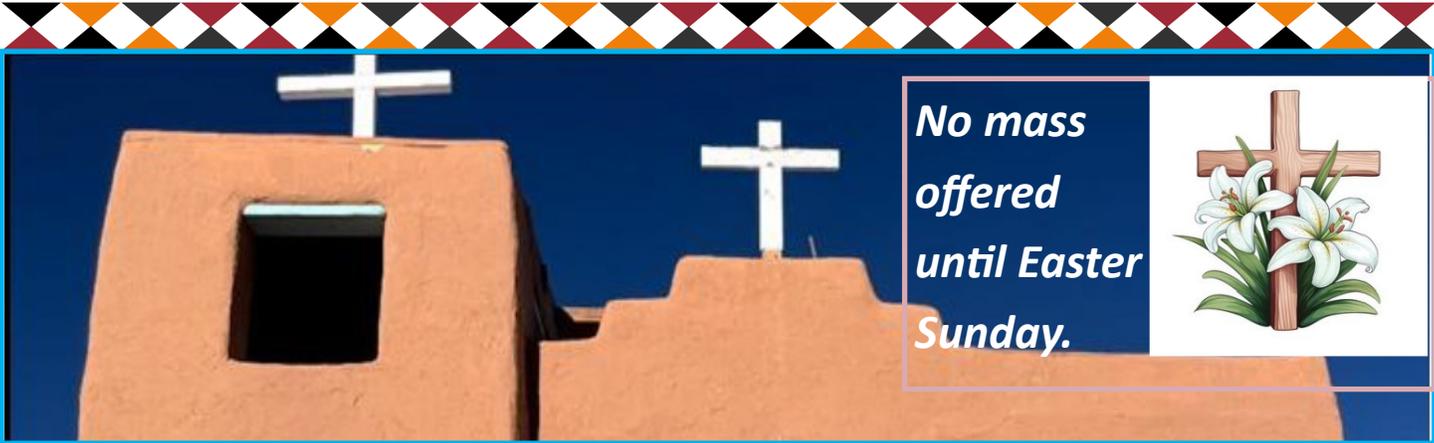
Hello Veterans,

On February 12th, our first Veterans meeting of 2026 was held. Governor and Lt. Governor attended the meeting. We focused on the possibility of a Veterans Memorial and some potential locations were discussed. A survey requesting your input with specific ideas or locations will be sent out in future newsletters. Please, please take time to respond. That will help us in determining how much funding will be needed and the sources of funds that we can approach.

In addition to his work on the logo, Randy Silva continues to work to finalize the painting that will serve as the primary image for the Veterans Memorial. I need your help to determine which day of the week and time of day will work to hold Veterans meetings. I hope you will attend or are virtual meetings better for you? Please let me know by mailing me at uhalfmoon@santaclarapueblo.org or by calling my office at 505-692-6312.

In addition, I have the following information to share. Contact me if you would like copies of any of the information below.

- ◇ **NM Dept of Veterans Services Assistance—their location, assistance they provide. What to expect. And the Mobile Outreach Vehicle.**
- ◇ **Native American Training Institute & Veterans Symposium -May 1st at Isleta Casino. Go to nati-nm.org for more information. Reservations must be made before April 1st.**



*No mass
offered
until Easter
Sunday.*



FABRIC SALE!

**SANTA CLARA PUEBLO
SENIOR CENTER
MONDAY, MARCH 9, 2026
9:00 A.M. - 1:30 P.M.**

**PAYMENT:
CASH ONLY**

- FABRIC
- RIBBONS
- LACES
- OTHER CRAFT ITEMS

Memorandum

Date: February 19, 2026

To: Santa Clara Pueblo Seniors

Fr: Gail Sisneros Mohamed, Senior Center Director

Thru: Gilbert Tafoya, Deputy Tribal Administrator

Subject: Transportation Services for Bill Pay & Grocery Shopping



Dear Seniors,

The Senior Center will begin offering transportation services for Seniors to pay bills and go grocery shopping in town once a month.

This service will begin on:

- **Wednesday, March 4, 2026 – Bill Paying**
Time: 9:00 a.m.
- **Thursday, March 5, 2026 – Grocery Shopping**
Time: 9:00 a.m.

A sign-up sheet will be available prior to the scheduled trips. **Seniors must call the Senior Center in advance to make arrangements and sign up**, whether for bill paying or grocery shopping.

In addition, Seniors who need transportation for other purposes may request services Monday through Friday.

Transportation hours: Monday – Friday from 8:00 a.m. – 1:30 p.m.

Please call the Senior Center to make arrangements and schedule transportation services. **We encourage Seniors to take advantage of this service.** If you have any questions or would like to sign up, please contact the Senior Center directly at **(505) 692 - 6244.**

Thank you,
Gail Sisneros Mohamed
Director, Santa Clara Pueblo Senior Center



TAX TIME!

Date: February 17th to March 31st

Where: SCP Housing Authority—Learning Center

**Please call our office at 505-753-6170 to
set up an appointment**

BY APPOINTMENTS ONLY!

- ⇒ **Only Santa Clara Pueblo Community Residents**
- ⇒ All documents will be scanned and sent directly to Tax Preparers.
- ⇒ **ALL PREPARERS ARE IRS CERTIFIED**

FREE PREPARATION IF REQUIREMENTS ARE MET:

Family's Annual Income is **\$67,000** or less.

REQUIRED DOCUMENTS!

- Identification:
 - Must have photo ID (Driver License, State Issued ID, Passport, Military ID, Tribal ID)
 - Social Security Number
- Income Forms: All W-2 forms, 1099 forms (Miscellaneous income, Interest, Dividends, etc.)
- Proof of Healthcare: Form 1095-A or exception number from the healthcare marketplace
- Expense forms:
 - All 1098 Forms (Mortgage and Tuition statements)
 - Child or dependent care expenses
- Prior year tax returns (if you have it)
- Bank Routing and account number

March Awareness



March 1st- Self-Injury Awareness Day

March 2nd- World Teen Mental Health Day

March 5th- Dissociative Identity Disorder Awareness Day & University Mental Health Day

March 30th- World Bipolar Day

**♥ Your safety matters ♥ You are not alone ♥
Help is Available**



For more information or support contact:

Santa Clara Pueblo Behavioral Health | (505) 692-6315

360 Fog Road | Espanola, N.M. 87532

SANTA CLARA PUEBLO SENIOR CENTER MENU

CENTER BASE LUNCH HOURS:
MONDAY - FRIDAY FROM 11:00 AM - 12:15 PM

MARCH 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 RED CHILE POSOLE W/ BEEF TORTILLA FRUIT <small>NEW MEXICO GROWN</small>	3 NACHO W/ GROUND BEEF, BEANS, L.T. O. CHEESE SAUCE FRUIT	4 GRILLED CHEESE W/ HAM CHICKEN NOODLE SOUP FRUIT	5 GREEN CHILE CHICKEN ENCHILADA SPANISH RICE ROASTED CORN FRUIT <small>NEW MEXICO GROWN</small>	6 GOULASH W/ GROUND BEEF GREEN BEANS BREAD STICK FRUIT	7
8  SPRING FORWARD! Daylight Saving Time	9 VEGETABLE BEEF STEW CRACKERS FRUIT	10 FISH TACO COLESLAW TARTAR SAUCE FRUIT <small>FOOD DISTRIBUTION 8:30/10:30 AM NO HOMEBOUND CENTER BASE DINE-IN AND PICK-UP ONLY</small>	11 STUFFED BELL PEPPER CALIFORNIA BLEND FRUIT	12 NAVY BEAN SOUP W/ HAM DINNER ROLL CARROT FRUIT	13 WALKING TACO W/ DORITOS, GROUND BEEF, L. T. O. & CHEESE FRUIT <small>NEW MEXICO GROWN</small>	14 
15	16 POTATO SOUP W/ GROUND BEEF TORTILLA CORN FRUIT	17 TURKEY W/ CHEESE SANDWICH, POTATO SALAD & FRUIT ST. PATRICK'S DAY BINGO 9:30 AM - 1:00 PM	18 MUSHROOM SWISS BURGER SWEET POTATO FRIES FRUIT	19 RED CHILE BEANS W/GROUND BEEF CORN BREAD FRUIT <small>NEW MEXICO GROWN</small>	20 SOFT TACO W/ GROUND BEEF, L. T. O. CHEESE SPANISH RICE FRUIT	21
22	23 MINISTRONE SOUP CRACKERS FRUIT	24 BEANS W/ CHICOS OVEN BREAD FRUIT <small>NEW MEXICO GROWN</small>	25 ORANGE CHICKEN SALAD W/ CRANBERRY, ALMONDS & CROUTONS FRUIT	26 BLUE CORN POSOLE STEW W/ BEEF OVEN BREAD FRUIT <small>NEW MEXICO GROWN</small>	27 HAM & CHEESE SANDWICH CHIPS JALAPENO FRUIT	28 
29  Palm Sunday	30 POTATO SOUP W/ HAM VEGETABLES FRUIT	31 BEEF BROCCOLI WHITE RICE FORTUNE COOKIE FRUIT				

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. HAVE A SAFE AND WONDERFUL MONTH, THANK YOU!

MENU IS SUBJECT TO CHANGE.

March

Calendar Subject to Change

ACTIVITIES CALENDAR

Senior Field Trips / Limited Van Space

For pickup call Senior Center

Casino Trips (5) more for out-of-town trips

For massage call Senior Center 505-692-6244

Homebound Bingo Delivery: Monday's and Friday's

2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Bingo Delivery		Bill Paying 9 am / 1 pm	Grocery Shopping 9 am / 1 pm	Bingo Delivery	
8	9	10	11	12	13	14
	Fabric Sale by Bessie 9 am / 1:30 pm	Chair Exercise 9:30 am / 10:30 am Food Drive 8:30 / 10:30		Income Tax 9:30 / 1:30 pm	Bingo Delivery	
15	16	17	18	19	20	21
	Bingo Delivery	St. Patrick's Day Bingo 9:30 am / 1 pm Vital Checks by CHR 8:30 am	Bowling Big Rock 12 pm / 2pm Commodity Day 9 am		Bingo Delivery	
22	23	24	25	26	27	28
	Bingo Delivery	Chair Exercise 9:30 am / 10:30 am	Bowling Big Rock 12 pm / 2 pm	Santuario de Chimayo 9 am / 11 am	Bingo Delivery	
29	30	31				
	Vital Checks by CHR 10:30 am / 12 pm					



DYL IS NOW ACCEPTING APPLICANTS FOR THE...

REZRIDERS

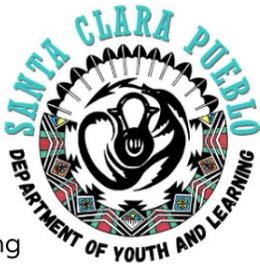
Program



This program provides youth with exhilarating, motivating and challenging experiences designed to incorporate core values, team work and community service.

Activities Include:

- ✔ Rafting
- ✔ Stand up paddle boarding
- ✔ Ropes Courses and Rock Climbing



For ages 12yrs to 24 yrs

Sign up with Nicole at nswentzell@santaclarapueblo.org or call 505-927-0011

Ribbon Lei Workshop

Afterschool Art Program

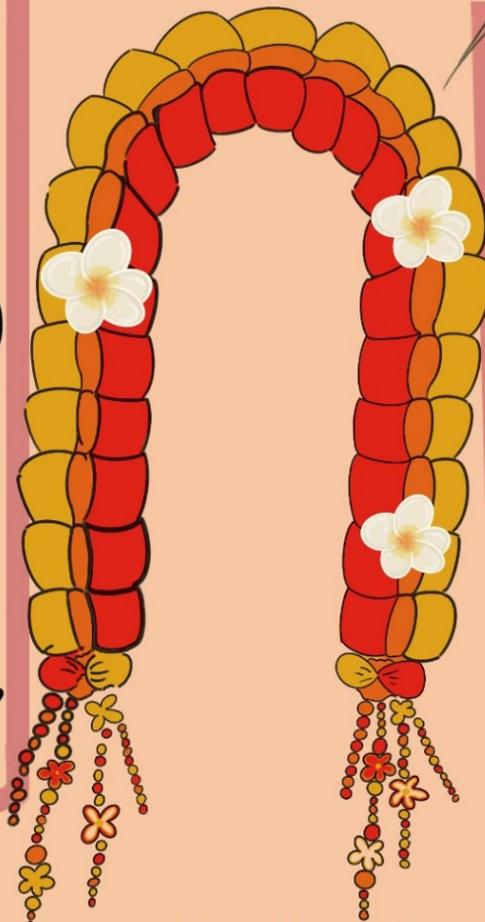
Fridays
12 - 2 pm
Rec center

Schedule

Week 1 :
March 20

Week 2 :
March 27

For grades
5-6th
10 Spots
Available



To sign up: Email Nicole Swentzell at
nsswentzell@santaclarapueblo.org or
505-927-0011



TUTORS WANTED!

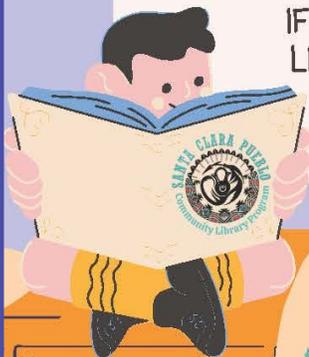
TUTORS NEEDED FOR GRADES K – 12
IN THE SUBJECTS OF MATH + READING
MON-THURS 3:30PM-6:30PM FRI 12:30PM-4:30PM

Must be 18yrs to apply
pay range \$30-\$50/hour depending on
experience and education

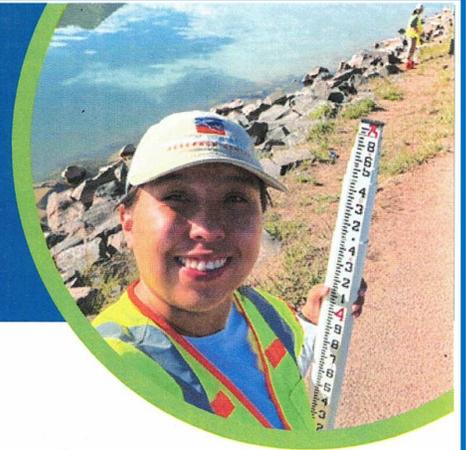
IF INTERESTED, TUTORS MUST OBTAIN A BUSINESS
LICENSE THROUGH THE SCP TAX ADMINISTRATION



FOR FURTHER QUESTIONS OR AN
APPLICATION PLEASE EMAIL
NICOLE SWENTZELL @
NSSWENTZELL@SANTACLARAPUEBLO.ORG



Bureau of Indian Affairs WaterCorps Program



ABOUT

Interested in gaining water resources experience? The WaterCorps program - fully funded by the Bureau of Indian Affairs and administered by Stewards Individual Placements - is a 26-week long AmeriCorps service term that includes professional training and hands-on learning in the field of water resources. WaterCorps members are exposed to a broad array of subjects ranging from basic surface and ground water hydrology, hydropower, flood-control, data collection & analysis, population studies, and more!

Who can apply?

Applicants must be ages 18-34 and a member of a federally recognized Indian Tribe, Band, and/or Village (will need to complete a Form 4432), with a HS diploma or GED.

Where is the program?

Positions are located across the United States with host sites ranging from the Fish & Wildlife Service to Wildlife Refuges to the Forest Service & more!

What are the benefits?

- \$600 living allowance per week
- \$100 additional weekly benefit
- \$3,697.50 AmeriCorps Education Award
- Professional Development Funds for site specific training
- Student loan forbearance during active service
- Educational and professional experience

When is the program?

Applications open mid December and positions start between March-June 2026 and last 26 weeks



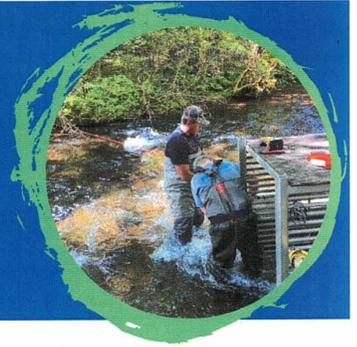
CONTACT:

watercorps@conservationlegacy.org

**POSITIONS
WILL BE
POSTED HERE**



Bureau of Indian Affairs WaterCorps Program



26-WEEK WATER RESOURCE AMERICORPS BIOLOGICAL SCIENCE TECHNICIAN



When

Ideal service dates: March 30, 2026 - September, 25 2026



Who Can Apply

Applicants must be ages 18 or older and a member of a federally recognized Indian Tribe, Band, and/or Village (will need to provide proof of membership), with a HS diploma or GED



Position Benefits

- \$600 per week living allowance
- \$100 per week additional benefit
- \$3,697.50 AmeriCorps Education Award
- Professional development funds
- Student loan forbearance during AmeriCorps Service, if eligible
- Gain educational and professional experience in water resources

LOCAL POSITION ACCEPTING APPLICATIONS NOW:

- USGS Forest and Rangeland Ecosystem Science Center
- 3200 SW Jefferson Way, Corvallis, Oregon 97331
- Site Contact Information:
Susan Kemp (skemp@usgs.gov)



APPLY TODAY

The Center for Women Veterans Announces

The Women Veterans Southwest Regional Summit "Boots on the Ground for Boots on the Ground"



Texas • New Mexico

Oklahoma • Arizona

Your Voice Matters,
Tell us what you think

Hosted in Texas



More details are
coming soon

<https://www.surveymonkey.com/r/SVLBFY>



U.S. Department of Veterans Affairs
VA Center for Women Veterans



EMPLOYMENT OPPORTUNITIES

Gaming Commission

(3) Gaming Inspectors

(2) Gaming Commissioner letter of interest apply with Governors Office

All applicants must meet the minimum required qualifications for the position and complete a background investigation.

All positions are open until filled

For a copy of the position descriptions, or more information please contact the Santa Clara Pueblo Gaming Commission,

Myron Salvador email: msalvador@scpgc.net

or call (505) 747-4306.



Slots

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

Player Services

- Main Banker**
- Player Services Representative**

Food & Beverage

- Server*
- Bartender/Server*
- Grab & Go Attendant*
- Busser*
- Line Cook*
- Dishwasher*
- Host/Hostess
- Sous Chef
- Lead Grab & Go Attendant
- Supervisor
- Prep Cook

Hotel

- Director of Hotel Operations*
- Guest Service Agent*
- Housekeeping Attendant*

Bowling

- Bowling Attendant*
- Operations Manager*

Golf

- Golf Shop Manager
- Grounds Keeper Seasonal

IT -On Site

- IT Systems Admin**

Finance

- Staff Accountant**
- Construction Staff Accountant*

Surveillance

- Surveillance Agent I**
- Surveillance Agent II/Tech**

Security

- Security Officer Level I**
- Security Officer Level II**
- Security Supervisor**
- Security Shift Manger**

Construction

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

Facilities

- Manintiance Engineer*

EVS (Housekeeping)

- Casino Supervisor*
- Casino Associate*

Retail

- Retail Associate*
- Puye Cliffs Tour Guide



Fat Burger

- Team Member*
- Shift Leader *

16+*

18+*

21+*

Gaming License Required*

To apply, please visit our career listings at 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: 02/27/2026

Behavioral Health

(1) Clinician

Custodial

(1) Custodian

Forestry

(1) GIS Coordinator
(1) Forest Development Tech Intern
(1) Heavy Equipment Supervisor
(1) RTRL Crew Lead

Head Start

(1) Head Start Teacher

Human Resources

(1) HR Manager

Law Enforcement

(1) Lieutenant
(2) Certified Police Officers
(2) Radio Communication Specialist I

Public Works

(1) Plumber

Self-Governance

(1) Farm Tractor Operator

Social Services

(1) Tribal Social Caseworker

Tax Administration

(1) Tax Administrator

Tribal Courts

(1) Traffic Clerk/Tribal Court Clerk

Vital Statistics

(1) Program Manager/Enrollment Clerk

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

or call (505) 692-6280

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