



The New UNM-Taos Career Services Program is open to assist current students and prospective students in exploring career options. Please contact our office about our services and let us know how we can assist you.

Contact Career Services for an Appointment

Phone: (575) 737-3770

Email: vsg@unm.edu

Job Postings

October **29**, 2018

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Taos Pueblo

TAOS PUEBLO CMS

OPEN POSITION LISTING

POSITION	DEPT.	STATUS	# OF POSITION	DATE POSITION POSTED	DATE POSITION CLOSED
Assistant Teacher	Education	FT	1	04/19/2018	Until Filled
Lead Teacher	Education	FT	1	06/22/2018	Until Filled
Administrative Assistant	DPS	Temp	1	09/07/2018	Until Filled
Police Officer	DPS	FT	1	09/24/2018	Until Filled

SUBMIT APPLICATIONS/RESUMES TO:

Taos Pueblo CMS Human Resources Office
P.O. Box 1846 1075 Veterans Hwy Taos, NM 87571
Phone: (575) 758-8626 ext. 124 Fax: (575) 758-7308
Email: apply@taospueblo.com

All positions listed above require successful drug test and background checks with no prior felony convictions. Taos Pueblo Tribal members are encouraged to apply. Native American Indian preference applies.

Taos Alive



Taos Alive/ Holy Cross Medical Center's Substance Abuse Prevention Program, 413 Sipapu St. , Taos, NM 87571 (575)-779-6853 www.taosalive.org

Title or Position: Media and Promotion Specialist Taos Alive

Brief Organizational History: Taos Alive Coalition is funded through the Office of National Drug Control Policy (ONDCP) and Substance Abuse and Mental Health Services Agency (SAMHSA) under a Drug Free Communities (DFC) grant in order to reduce substance abuse in Taos County. The Mission of Taos Alive is to unite and create community efforts to reduce substance abuse in Taos County.

Hours of Service & Rate of Pay as Independent Contractor: Contractor will be reimbursed at the following rate: \$20-\$25/hour depending on experience for up to 12 hours a week for the below mentioned service activities plus applicable New Mexico gross receipts tax. This position is part time (12 hours per week) equivalent with flexible hours with some weekend and nights.

Supervisory Relationships: Taos Health Systems, Substance Abuse Prevention Program Manager/Taos Alive Coalition Coordinator.

Qualifications for position: Either: (a) a Certification as a Prevention Specialist (b) experience in substance abuse prevention field (c) degree in marketing (d) experience in related field

Required Travel: Applicant may travel to attend trainings, events as needed.

How to apply: Send Letter of Interest, Resume and 3 References to Julie@taosalive.org. If you have any questions, feel free to contact me at 575-779-6853 or via email.



The Waite Company

Internship Opportunity: Taos PR Student Intern



THE WAITE COMPANY
We Get It.

tourism

As the Taos PR Intern you will assist on the Town of Taos marketing and public relations campaigns with a primary focus

on earned media.

Duties include: gathering content for social media posts, developing media & contact lists, research tasks, writing press releases and blog posts, developing a bi-weekly e-newsletter and drafting and sending out pitches to travel media. Weekly check-ins with the internship supervisor are required and will be done over phone, email, or Skype. Waite Company internships are unpaid and can be taken for school credit.

For best consideration, please email a cover letter, three writing samples and resume

This Position is:	<input checked="" type="checkbox"/> Stipend
Position Type:	<input checked="" type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Temp/Seasonal
How to Apply:	<input checked="" type="checkbox"/> Email
Contact Person	<input checked="" type="checkbox"/> Marissa@waitecompany.com

Las Cumbres Community Services, Inc.

Las Cumbres is a non-profit organization serving Rio Arriba, Los Alamos, Taos and Santa Fe Counties. The agency provides a range of integrated services to children and adults with developmental delays/disabilities, emotional difficulties, and behavioral challenges. Services include: Early Intervention, Infant and Early Childhood Mental Health, Behavior Respite, Therapeutic Pre-School, Family Counseling, Respite/Personal Care, Supported Employment, Residential Services, Day Habilitation and Community Integration.

Open Job Listing	Status	Department	Location
FSS/CBCAP Assistant Supervisor	FT	FSS/CBCAP	Espanola with local travel
Professional Therapist (OT,PT,SLP)	Contract	Family Infant Toddler Program-Santa Fe	Santa Fe or Espanola with local travel
Clinical Supervisor	FT	Behavioral Health	Santa Fe Main Office with local travel
Direct Support Personnel	FT/PT/OC	Adult Services	Chama, Espanola, Los Alamos w/ local travel
Therapist for Infant Teams	FT/PT	First Judicial District	Santa Fe, Rio Arriba, Los Alamos with local travel
Bilingual Therapist	FT	Behavioral Health	Santa Fe-Main Office with local travel
Respite Provider	PT	Family, Infant, Toddler Program	Santa Fe, Rio Arriba with local travel

Full-time employee benefits include health/dental/vision insurance, accrued personal/sick leave and paid holidays.

Apply Online at: <http://www.lascumbres-nm.org/emp-app>

Please fax, e-mail or submit a cover letter and resume to Human Resources at Las Cumbres Community Services, Inc.

102 N. Coronado Avenue Fax: (505) 747-0421

Espanola, NM 87532 (No Phone Calls)

jobs@lccs-nm.org

LCCS is an EEO, ADA and drug free environment. Drug Screen, FBI Clearance and other pre-employment requirements must be met.

Mountain Home HealthCare

Paid Internship Opportunity with Mountain Home Health Care

The position of Intern does not require prior work experience and was created to assist in providing teachable skills to students within our community. The position will provide administrative office support to various departments within the agency, with a focus on assisting in the development of technology skills, organizational skills, decision making skills, communication skills, and professionalism.

Position Description:

Office assistance: File management, packet/binder creation, copying, document creation, office area tidying. Technology assistance: Scanning, word processing, web-based research, updating staff equipment- iPads, iPhones, laptops, and PCs. Communications: answering phones and directing calls appropriately, taking and relaying messages, greeting walk ins, professional correspondence via email and fax, appropriate and friendly staff interactions.

Position Qualifications:

Must be 18 years or older. Must be currently enrolled at University of New Mexico Taos with a minimum GPA of 3.0. Must have intermediate experience with computers including typing proficiency, familiarity with Microsoft Office, and ability to learn office technology. Willingness to follow directions. Excellent written and verbal communication skills and strong interpersonal skills. Bilingual is a plus. Equal Opportunity Employer

Mountain Home Health Care, Inc.
 630 Paseo del Pueblo Sur, Ste 180
 P.O Box 2566
 Taos NM 87571

This Position is:	<input checked="" type="checkbox"/> Paid
Position Type:	<input checked="" type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Internship
How to Apply:	Apply in person, email resume/cover letter or letter of interest
Contact Person	<input checked="" type="checkbox"/> Nat Hoonsan (office manager) nhoonsan@mtnhomehealth.com www.mtnhomehealth.org 575-758-4786 fax 575-758-0560



Mountain Home Healthcare

Mountain Home Healthcare is looking to fill the position of **FT Physical Therapist**

Position Summary:

Plans and provides physical therapy services to clients in their homes in accordance with the Plan of Care and agency policies and procedures. The Physical Therapist performs functions which require substantial specialized knowledge, judgment, and skill based upon the principles of psychological, biological, and social services and must be able to make judgments accordingly. Reports to: Director/Clinical Supervisor.

Qualifications:

1. Graduate of a Physical Therapy program approved by the American Physical Therapy Association, the Committee on Allied Health Education and Accreditation of the American Medical Association, or the Council on Medical Education of the American Medical Association and the American Physical Therapy Association.
2. Current license/registration as a Physical Therapist in the state(s) in which practicing.
3. Minimum of one (1) years' experience in a health care facility. Home care experience preferred.
4. CPR certified.
5. Strong verbal and written communication skills and good interpersonal skills.
6. Knowledgeable in the principles and practices of physical therapy.
7. Current driver's license, good driving record, and reliable transportation.

Mountain Home Health Care, Inc.
630 Paseo del Pueblo Sur, Ste 180
P.O Box 2566
Taos NM 87571

This Position is:	<input checked="" type="checkbox"/> Paid
Position Type:	<input checked="" type="checkbox"/> Full Time
How to Apply:	Apply in person, email resume/cover letter or letter of interest
Contact Person	<input checked="" type="checkbox"/> Abbie Jackson (director of HR) Ajackson@mtnhomehealth.com www.mtnhomehealth.org 575-440-0008 fax 575-758-0560

Mountain Home Healthcare

Mountain Home Healthcare is looking to fill the position of **Home Health Aide**

Position Summary:

Provides personal care services under the direction of the registered Nurse or Therapist. The Home Health Aide is assigned to specific clients by the Registered Nurse or other appropriate professional and performs services for clients as necessary to maintain their personal comfort.

Reports to: RN/Clinical Supervisor/Therapist

Qualifications:

1. Successful completion of a formal certification training program and/or a written skill test and competency evaluation.
2. Be at least eighteen (18) years of age.
3. Demonstrated ability to read, write, and follow a written Plan of Care.
4. Good interpersonal skills.
5. Current driver's license, good driving record, and reliable transportation.

Mountain Home Health Care, Inc.
 630 Paseo del Pueblo Sur, Ste 180
 P.O Box 2566
 Taos NM 87571

This Position is:	<input checked="" type="checkbox"/> Paid
Position Type:	<input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time
How to Apply:	Apply in person, email resume/cover letter or letter of interest
	<input checked="" type="checkbox"/> Abbie Jackson (director of HR) Ajackson@mtnhomehealth.com www.mtnhomehealth.org
Contact Person	575-440-0008 fax 575-758-0560

Mountain Home Healthcare

Mountain Home Healthcare is looking to fill the position of **Certified Nursing Assistant**

Position Summary:

Provides nursing assistance under the direction of the registered Nurse or Therapist. The Certified Nursing Assistant is assigned to specific clients by the Registered Nurse or other appropriate professional and performs services for clients as necessary to maintain their personal comfort.

Reports to: RN/Clinical Supervisor/Therapist

Qualifications:

1. Successful completion of a formal certification training with current licensure.
2. Be at least eighteen (18) years of age.
3. CPR and First Aid Certification
4. Demonstrated ability to read, write, and follow a written Plan of Care.
5. Good interpersonal skills.
6. Current driver's license, good driving record, and reliable transportation.

Mountain Home Health Care, Inc.
 630 Paseo del Pueblo Sur, Ste 180
 P.O Box 2566
 Taos NM 87571

This Position is:	<input checked="" type="checkbox"/> Paid
Position Type:	<input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time
How to Apply:	Apply in person, email resume/cover letter or letter of interest
	<input checked="" type="checkbox"/> Abbie Jackson (director of HR) Ajackson@mtnhomehealth.com www.mtnhomehealth.org
Contact Person	575-440-0008 fax 575-758-0560

El Centro Family Health

TITLE: Community Health Worker (CHW)
FTE/CLASS: Full Time/Hourly
SITE: Las Vegas
SUPERVISOR: Raymond Sanchez- Health Programs Manager

PURPOSE:

Provides community outreach and is a liaison to patients and families of surrounding communities and El Centro Family Health patients. Will assist patients and their families to navigate and access community services, other resources, and adopt healthy behaviors through health promotion, disease prevention and disease management. Provide social support and goal setting, health behavior change and advocates for individuals and community health needs. CHW will also indirectly support the clinic team (Medical/Behavioral/ Dental) through an integrated approach to care management and community outreach.

MINIMAL REQUIREMENTS:

Education: High School Diploma or Equivalent

Experience: No experience required.

Certification: Obtain CHW certification within a year of being on-board with ECFH.

Preferred: Bi-Lingual - Spanish and English verbal and written fluency.
6 months of clinical experiences in a clinical environment

Knowledge, Skills and Abilities:

1. Requires knowledge of the communities and cultures of northern New Mexico.
2. Must be able and willing to learn the information necessary to carry out duties, with the ability to transfer such knowledge to clients and patients.
3. Ability to perform duties and responsibilities with dignity, calmness, accuracy, and confidentiality in all contacts with patients, staff, and other health professionals.
4. Ability to receive and incorporate supervisory feedback positively, and with professional maturity.
5. Requires ability to explain procedures and processes, both orally and in written form.
6. Ability to understand and evaluate theoretical concepts and translate them into clear directions and courses of action.
7. Communication must be correct, clear, and understandable.
8. Ability to drive to outlying locations.
9. Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

EOE/M/F/D/V/Drug-free Workplace

Interested individuals must submit an updated employment application to hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.

El Centro Family Health

TITLE: Community Health Worker (CHW)/Two Openings
FTE/CLASS: Full Time/Hourly
SITE: Espanola
SUPERVISOR: Delmiria Sanchez- Health Programs Director

PURPOSE:

Provides community outreach and is a liaison to patients and families of surrounding communities and El Centro Family Health patients. Will assist patients and their families to navigate and access community services, other resources, and adopt healthy behaviors through health promotion, disease prevention and disease management. Provide social support and goal setting, health behavior change and advocates for individuals and community health needs. CHW will also indirectly support the clinic team (Medical/Behavioral/ Dental) through an integrated approach to care management and community outreach.

MINIMAL REQUIREMENTS:

Education: High School Diploma or Equivalent
Experience: No experience required.
Certification: Obtain CHW certification within a year of being on-board with ECFH.
Preferred: Bi-Lingual - Spanish and English verbal and written fluency.
6 months of clinical experiences in a clinical environment

Knowledge, Skills and Abilities:

1. Requires knowledge of the communities and cultures of northern New Mexico.
2. Must be able and willing to learn the information necessary to carry out duties, with the ability to transfer such knowledge to clients and patients.
3. Ability to perform duties and responsibilities with dignity, calmness, accuracy, and confidentiality in all contacts with patients, staff, and other health professionals.
4. Ability to receive and incorporate supervisory feedback positively, and with professional maturity.
5. Requires ability to explain procedures and processes, both orally and in written form.
6. Ability to understand and evaluate theoretical concepts and translate them into clear directions and courses of action.
7. Communication must be correct, clear, and understandable.
8. Ability to drive to outlying locations.
9. Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

EOE/M/F/D/V/Drug-free Workplace

Interested individuals must submit an updated employment application to hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.

EI Centro Family Health

TITLE: Health Programs Manager
CLASS/FTE: Salary Exempt /1.0 Full-Time
SITE: North and West Regions
SUPERVISOR: Health Programs Director

RESPONSIBILITIES:

The Health Programs Manager is responsible for assisting the Health Programs Director in achieving the goals of the Health Programs Department in their applicable region.

EDUCATION:

Bachelor's Degree in Health Education or closely related field from an accredited institution.

EXPERIENCE:

Minimum of three years experience as a health educator in clinical, community or public health setting.
Supervisory and program management experience.

PREFERRED:

Ability to speak Spanish desirable.

Knowledge, Skills and Abilities:

- 1) Ability to manage multiple projects concurrently with excellent organizational skills and abilities, accuracy and effective timelines.
- 2) Ability to assess program needs and communicate needs and recommendations to the Health Programs Director.
- 3) Demonstrated ability to implement prevention and disease management programs.
- 4) Demonstrated ability to deliver evidence-based, culturally appropriate, psycho-educational interventions that support patient self-care.
- 5) Ability to perform duties and responsibilities with dignity, calmness, accuracy, and confidentiality in all contacts with patients, staff, and other health professionals.
- 6) Ability to receive and incorporate supervisory feedback positively, and with professional maturity.
- 7) Knowledge about medical office flow and procedures.
- 8) Computer literacy.
- 9) Communication skills and ability to work with staff and providers around problems affecting health care service delivery and patient/public interaction.
- 10) Ability to drive to outlying locations.
- 11) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

EOE/M/F/D/V/Drug-free Workplace

Interested individuals must submit a Cover Letter, Resume and an updated Employment Application to Human Resources via e-mail at: hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.

El Centro Family Health

TITLE: Behavioral Health Therapist
SITE: Taos
FTE: Full Time Equivalent
CLASS: Exempt/Salary
SUPERVISOR: Erick Struck, LISW-Behavioral Health Manager

PURPOSE:

This independently licensed person primarily provides brief and intensive therapy to individuals, children, adolescents, families, and/or groups to ameliorate their identified problems in order to improve or restore their skills and abilities to successfully manage their lives and interact positively with their families and community.

Education: Graduation from an approved and accredited school with a Masters Degree in Social Work, Counseling, Psychology, or other related human service field.

Preferred: LISW or LPCC
Experience with treatment of substance abuse.
Experience in group work and family/couples counseling.
Ability to work with children of all ages and with their families
Bi-lingual: English / Spanish-Fluency in Spanish.

Experience: Completion of internships during or following attainment of the Masters degree, with appropriate level of supervision.

Certification: CPR/ First Aid.

Other requirement: Requires travel.

Knowledge, Skills and Abilities:

- 1) Ability to communicate ideas to staff and colleagues and to receive input in a constructive manner.
- 2) Adherence to the ethical standards of the individual's requisite licensures.
- 3) Reading and writing proficiency sufficient to complete all program documentation.
- 4) Computer literacy in MS Word and internet communication (email).
- 5) Experience with electronic medical record software or ability to learn the package in current use at ECFH.
- 6) Excellent interpersonal skills.
- 7) Ability to speak to groups.
- 8) Ability to travel.
- 9) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

Physical Demands:

- Bending, lifting, carrying and pulling up to 25 lbs.
- Sitting and standing for periods of 4 hours or more.
- Working flexible schedule (evenings and weekends) as needed.

Exposure:

- Airborne Pathogens, Vision Strain.
- Reaching - Extending hand(s) and arm(s) in any direction.
- Handling - Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.
- Fingering - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- Feeling - Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.
- Talking - Expressing or exchanging ideas by means of the spoken word.
- Hearing - perceiving the nature of sounds.
- Driving a car may occur frequently and for up to 4 hours per day.

Interested individuals must submit Cover Letter, Resume and an updated Employment Application to Human Resources via e-mail at: hr@ecfh.org or mailed to PO Box 158 Española, NM 87532, ATTN: Samantha Carlson HR Tech.

EOE/M/F/D/V/Drug-free Workplace

El Centro Family Health

TITLE: Peer Support Specialist - Three (3) Positions
SITE: Taos /Las Vegas / Espanola
FTE/CLASS: Full Time Equivalent/ Non- Exempt
SUPERVISORS: Erick Struck, Behavioral Health Manager – Taos
Diana Padilla, Behavioral Health Manager – Las Vegas
Tracey Garcia, LISW-Behavioral Health Director – Espanola

Purpose:

The Peer Worker is an integral and highly valued member of the multi-disciplinary team. They provide formalized peer support and practical assistance to people who have or are receiving services to help regain control over their lives in their own unique recovery process. Through wisdom from their own lived experience, they inspire hope and belief that recovery is possible. Through a collaborative peer process, information sharing promotes choice, self-determination and opportunities for the fulfillment of socially valued roles and connection to their communities.

MINIMUM REQUIREMENTS

Education:

High School Diploma or GED required.

Experience:

18 years of age or older

Self-identity as a current or former consumer of mental health and/or substance abuse services

A minimum of two years in recovery with a required reference letter for verification, please include contact information for your references.

Have no convictions for domestic violence, sexual offences or other serious crimes against person.

Training:

Must be able to register and successfully complete the State of New Mexico Peer Support Specialist Training within the first six (6) months of hire, or when the semester of training registration is available.

Knowledge, Skills and Abilities:

- 1) Knowledge of the communities and cultures of northern New Mexico.
- 2) Experience working in a multi-cultural setting.
- 3) Good communication skills, such as active listening, giving feedback and using appropriate language.
- 4) Ability to obtain the necessary knowledge needed for provision of services to ECFH clients and patients.
- 5) Ability to perform their duties and responsibilities with dignity, calmness, accuracy, confidentiality and in a timely manner when providing services to patients.
- 6) Ability to initiate and maintain positive working relationships with ECFH staff and other organizations.
- 7) Ability to receive and incorporate supervisory feedback that reflects and reinforces a positive image of ECFH.
- 8) Ability to clearly explain procedures and processes, both orally and in written form in the performance of their duties.
- 9) Ability to understand and evaluate theoretical concepts and translate them into goals and objectives that are consistent with the organization's mission.
- 10) Ability to communicate effectively; and willingness to provide emotional support, encouragement and motivation to patients.
- 11) Basic computer skills (Outlook, Word, Excel, Internet).
- 12) Travel Required.
- 13) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

Interested individuals must submit Cover Letter, Resume and an updated Employment Application to Human Resources via e-mail at:

hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech. **EOE/M/F/D/V/Drug-free Workplace**

Habitat for Humanity of Taos

Habitat for Humanity of Taos is looking for an Office Assistant. This is a Full Time Internship Position, Unpaid (Volunteer)

Position Description
<ul style="list-style-type: none"> • Interface with public daily via phone and face-to-face visits • Communicate regularly with clients/homeowners • Maintain Organization Schedule/Calendars • Manage mailing lists and donor databases; coordinate quarterly mailings • Handle US mail, FedEx, UPS • Assist the Administrative Assistant with projects • Assist the Volunteer Coordinator when necessary with Global Village, Collegiate Challenge, & other visiting groups to ensure accurate and timely response to inquiries. • Provide support to Executive Director, ReStore Manager, Construction Supervisor, and Volunteer Coordinator • Help organize meetings and events • Draft thank you letters and other correspondence as needed • Other duties as assigned
Position Qualifications
<ul style="list-style-type: none"> • High school diploma or equivalent work experience • Experienced in working in a fast paced environment • Computer Literate • Knowledge of Microsoft Office Suite • Highly organized; detail-oriented; ability to take instructions/tasks and carry them through to completion • Ability to work with seniors and to have compassion for individuals living in poverty, while able to extract self from extended conversations • Excellent communication skills, verbal and written • Ability to multi-task (to accomplish different tasks and prioritize) • Energetic, self-motivated, flexible and adaptable, with a sense of humor • Quick learner, (Willingness to study and learn) • Experience with social media, particularly Facebook ; Advertising/Graphic design skills, a plus • Demonstrated understanding of Habitat beliefs and ideas

If interested, apply in by appointment or online. Email resume and Cover Letter

Habitat for Humanity of Taos
504 Salazar Rd
PO Box 188
Taos NM 87571
575-758-7827 Fax: 575-758-0715

www.taoshabitat.org hfht@taosnet.com

UNM TAOS

UNM-Taos invites applicants for the following full time benefit eligible staff positions.

Job Title: **Admin Assistant 3**

(Non-Exempt-Full-Time – Regular)

Department: **UNM-Taos**

Requisition Number # **6793**

Best Consideration Date: **10/29/2018**

Salary Range: **\$11.25-16.88**

(hourly)*****

Job Title: **Student Programs Specialist**

(Exempt-Full-Time – Term)

Department: **UNM-Taos**

Requisition Number # **6715**

Best Consideration Date: **10/18/2018**

Salary Range: **\$2,986.30-4,478.93 (Monthly)**

APPLICATIONS FOR THIS POSITION MUST BE SUBMITTED ON LINE

For a detailed job description and how to apply visit our website at:

<https://unmjobs.unm.edu/>

The University of New Mexico
is an Equal Opportunity/Affirmative Action employer and educator

Bureau of Land Management- Taos Field Office

Administrative Volunteer Duties and Responsibilities

Volunteer will be working alongside Administrative staff (Lorenzo and Amanda) in the administrative tasks and duties. Individual will be performing under Fleet Management and review, Property, Purchasing documentation review and filing, Grazing filing, Front Desk Backup and collections officer.

Volunteer will work on ensuring Fleet program files are up to date and IAW BLM (In Accordance With Bureau of Land Management) standards. Volunteer will assist in the distribution of fleet statements and review to ensure accuracy of information provided by assigned personnel. She/He will then provide complete packets to Lorenzo for FBMS (Financial and Business Management System) input and finish with accurate filing of said documents.

Volunteer will assist in the inventory of all BLM property and ensure all necessary documentation is completed and ready for submission to Lorenzo. Lorenzo will then briefly review and submit to State Office. She/He will maintain all necessary documentation related to property program.

Volunteer will be the first person to review purchasing documents before submitted to Lorenzo for input into FBMS. Volunteer will be required to ensure packets are completed and if necessary, returned for corrections.

Volunteer will be assisting Lorenzo in the administrative tasks in the Grazing program to include preparing and submitting bills, receiving bills and filing once bills have been processed. She/He will be preparing waivers and late notification for Lorenzo to submit when necessary.

Volunteer will at times be required to back up the front desk in instances when Amanda or Lorenzo are unable to perform duties. Some examples may include lunch times, when employees are not at work (off days or sick leave).

Please contact Lorenzo Cordova to obtain an application:

Lorenzo Cordova
Administrative Support Assistant
Phone: (575) 751-4702
Email: lcordova@blm.gov



Los Alamos National Laboratory

Los Alamos National Laboratory currently has many jobs openings for students and Taos County residents.

Student Listings

- Sr. Computing Systems Technician (Computing Systems Tec 5)
- Computing Systems Tec 4
- Computing Systems Professional 2
- P-27 Deputy Group Leader (R&D Manager 3)
- Deep Learning Post Masters Research Associate
- HPC Cluster Administrator (Scientist 2/3/4)
- HPC Monitoring Team, Web App Developer
- Computing Systems Professional ¾



[Click Here to See All Student Listings](#)

Entry Level Technician

- Engineered Systems Tec
- ICF Technician (Research Tec 2)
- Computing Systems Tec 4
- Telecommunications Analyst 1
- Computing Systems Professional 2

[Click Here to See All Entry Level Listings](#)

Business & Operations Entry Level

- Administrative Assistant 4
- Production Control Specialist 3
- Professional Staff Assistant 3
- Accounting Manager
- CMMS Maintenance Support Specialist 4
- Administrative Assistant 3
- Accounting Manager - Travel Reimbursements (Accounting Manager 3)
- Mobile Application Developer (Software Developer 2/3)
- System Analyst 2/3

[Click Here to See All Business & Operations Entry Level](#)

For More Information, Go to Los Alamos National Laboratory:

<http://www.lanl.gov/careers/index.php>

Taos Ski Valley

Step outside of your comfort zone and Step up to Taos Ski Valley, Inc. Taos Ski Valley is currently seeking qualified applicants to fill a variety of roles available NOW!



Through our valued employees, we foster the best possible experience for our guests in a great natural setting. We draw our energy from the incredible mountain we experience on a daily basis and from the lasting relationships we build here.

<p>Food & Beverage</p> <ul style="list-style-type: none"> • Bartender- Resort Center & Bavarian (Winter Seasonal) • Breakfast Server-192 at the Blake • Cashier (Winter Seasonal) • Catering & Conference Services Setup Lead (seasonal) • Chef De Cuisine- The Bavarian • Children's Center Cook II • Cook I- 192 at The Blake • Cook I- Resort Center • Cook II- 192 at The Blake • Cook II- Resort Center • Cook III- 192 at The Blake • Cook III- Resort Center • Dishwasher (Winter Seasonal) • Food and Beverage Supervisor (Winter Seasonal) • Food & Beverage Admin Assistant (Seasonal) • Food & Beverage shipping and receiving clerk (FT/seasonal) • Food & Beverage shipping and receiving clerk (PT/seasonal) • Food Runner (Rhoda's Seasonal) • On Call Banquet Server • Night Cleaner/Dishwasher (Seasonal) • Server- Resort Center & Bavarian (Winter Seasonal) • Children's Center Kitchen Supervisor (Seasonal) 	<p>Hotel</p> <ul style="list-style-type: none"> • Assistant Executive Housekeeper • CDL Shuttle Driver • Esthetician (PT/Seasonal) • Housekeeper • Licensed Massage Therapist • Spa Attendant (Seasonal) <p>Maintenance</p> <ul style="list-style-type: none"> • Electrician (Full Time, Year Round) • Base Area Maintenance/Custodian (Night/Seasonal) • Base Area Maintenance/Custodian (Seasonal) <p>Marketing</p> <ul style="list-style-type: none"> • Reservations Agents (PT/Seasonal) <p>Administration</p> <ul style="list-style-type: none"> • Administration Receptionist (Seasonal) <p>Contact Information</p> <p>Phone: (575) 776-2291 ~ hr@skitaos.com</p> <p>Web: https://www.skitaos.com/job-listings/</p> <p><u>How to Apply- Online— Click Here</u></p>
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Taos Ski Valley

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<p>Mountain Operations</p> <ul style="list-style-type: none"> • Lift Maintenance Electrician • Lift Operator (Winter Seasonal) • Parking Lot Attendant (Winter Seasonal) • Parking Lot Shuttle Driver (Winter Seasonal) <p>Resort Services- Rental & Retail</p> <ul style="list-style-type: none"> • Boot fitter (Winter Seasonal) • Sales Associate- Part-Time (Winter Seasonal) • Ski/Snowboard Repair Technician (Seasonal) <p>Resort Services-Ticket Sales</p> <ul style="list-style-type: none"> • Ticket Sales Representative (Winter Seasonal) 	<p>Snow Sports School</p> <ul style="list-style-type: none"> • Snow sports operations supervisor (Winter Seasonal) • Children’s Snowsports Instructor (Winter Seasonal) • Surface Belt Operator (Winter Seasonal) <p>Technology</p> <ul style="list-style-type: none"> • IT Support Technician (Seasonal) <p>Contact Information</p> <p>Phone: (575) 776-2291 ~ hr@skitaos.com</p> <p>Web: https://www.skitaos.com/job-listings/</p> <p style="text-align: center;"><u>How to Apply- Online— Click Here</u></p>
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Domino's

Your local Dominos is hiring for the following positions:

- **Customer Service Rep (06555)**- Must be at least 16 years of age, have excellent communications skills, some computer experience helpful, good math skills, enjoy interacting with people in a fast-paced work environment.
- **Assistant Manager (06555)**- Assist Store Manager in building and leading a team, setting high standards for customer service, maintaining exceptional product quality standards. Computer skills, cash handling and inventory knowledge helpful.
- **Delivery Driver (06555)**- Must be 18 years of age with a valid driver's license, safe driving record and 2years of driving history. Maintain current vehicle insurance and vehicle must pass regular safety inspections. Outstanding customer service attitude, basic math skills & enjoy working in a fast paced team environment.
- **General Manager (06555)**- Responsible for building and leading a team, setting high standards for customer service, maintaining exceptional product quality standards, local marketing & community involvement, exceptional cash handling & inventory standards. Oversee execution of organizational policies & procedures.



This Position is:	<input checked="" type="checkbox"/> Paid <i>Earn up to \$12-\$15 per hour</i>
Position Type:	<input checked="" type="checkbox"/> Part-Time/Full Time
How to Apply:	<input checked="" type="checkbox"/> Online
Contact Person	<input checked="" type="checkbox"/> https://jobs.dominos.com/dominos-careers/

James Fitzgerald Agency

James Fitzgerald Agency is looking to fill the position for Part Time Editorial Intern. This can be an exciting job creating book projects and learning the publishing landscape. Many interns who have worked for this agency have been able to go on to get entry level jobs at major publishing companies.

This is a paid internship.

As an editorial intern you will assist literary agent with every day needs including typing, evaluating manuscripts and proposals, correspondence, maintaining the agency website (jfitzagency.com), collecting mail at the post office, research on the internet, securing office supplies, filing.

Must have knowledge in typing, Word Press and Excel. Love of books and current literature. Must have a car for simple errands.

Please apply in person at 70 Irish Rd Ranchos de Taos, NM 87571 or email james@jfitzagency.com