

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 Cynthia Lentini for an Appointment

Phone: (575) 737-3770

Email: cplentini@unm.edu

Job Postings

May 2019

Table of Contents

Job Announcements	Description & Position	Page
Taos Pueblo	Multiple Positions	2
Los Alamos National Lab	Multiple Positions	3
Taos Ski Valley	Multiple Positions	4
Eighth Judicial Court	Multiple Positions	5
Questa Economic Development Center	Paid Internship	6
RMYC	Multiple Positions	7
Taos Mountain Energy Bars	Production Assistant	8
Forest Service	Internships and positions	9
Lions Club	Unpaid internship	10
Taos Land Trust	Multiple Positions	11
Alb. Image Products(Holy Cross Hospital)	Facilities Manager	12
US Forest Service	Multiple Veteran Opportunities	13
Mountain Home Health Care	Paid Internship	14
Red River	Multiple Positions	15-19
Kit Carson Telecom	Customer Service	20
El Prado Water	Operations/Maintenace	21
El Monte Sagrado	Multiple Positions	22
El Monte Sagrado	Job Fair	23



Taos Pueblo

TAOS PUEBLO CMS

OPEN POSITION LISTING

POSITION	DEPT.	STATUS	# OF POSITION	DATE POSITION POSTED	DATE POSITION CLOSED
Certified Police Officer	DPS	FT	2	02/05/2019	05/10/2019
Deputy Tribal Program Administrator	IDC	FT	1	03/07/2019	Until Filled
Early Education Prg. Manager	EDU	FT	1	03/08/2019	05/10/2019
Enviomental Water Quality Specialist	DNR	FT	1	04/08/2019	05/10/2019
Surveillance Operator	Gaming	FT	1	04/16/2019	Until Filled
Assistant Director Water Resources	WAO	FT	1	04/22/2019	05/10/2019
Facilities Supervisor	MSD	FT	1	04/29/2019	05/17/2019
Maintenance Worker	MSD	FT	1	04/29/2019	05/17/2019

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.

Los Alamos National Laboratory

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

Student Listings

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

Entry Level Technician

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

Business & Operations Entry Level

[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.

Food & Beverage	Mountain Operations
<ul style="list-style-type: none"> • Bartender-192 at The Blake (Summer) • Breakfast Server-192 at The Blake(Summer) • Cook II-192 at the Blake (Summer) • Cook III-192 at The Blake (Summer) • Dishwasher-192 at The Blake (Summer) • On Call Banquet Server • Server-192 at the Blake(Summer) 	<ul style="list-style-type: none"> • Lift Maintenance Electrician
Hotel/Transportation	<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>
<ul style="list-style-type: none"> • Bell/Valet (Summer Seasonal) • CDL Shuttle Driver • Licensed Massage Therapist • Hausmeister-Guest Services for The Blake (summer) • Night Auditor (summer seasonal) • Housekeeper 	



Eighth Judicial District Court

The Eighth Judicial District Court two open positions located in Taos and Raton

- **Financial Specialist Senior (Taos)**
<https://www.nmcourts.gov/careers.aspx>
- **Judicial Specialist II (Raton)**
<https://www.nmcourts.gov/careers.aspx>

Questa Economic Development Fund

The Questa Economic Development Fund is seeking a Social Media Tech.

This position is a Paid Internship.

The Social Media Tech will create profiles or update existing profiles on Google and Trip Advisor for each brick and mortar business in Questa. These updates would include hours of operation, address, phone, menu, photos, description of services, etc.

Applicant must have smart phone and be familiar with taking photos with cell phone, uploading to the internet, and posting to Google. Training on specifics is available.

To Apply:

Contact Lindsay Mapes- Economic Development Director

575-586-2149

Lindsay@QuestaEDF.com

Rocky Mountain Youth Corps



Rocky Mountains Youth Corps in Taos is recruiting.

Please visit <https://corpsmember-youthcorps.icims.com> to apply.

Taos Mountain Energy Bars

Taos Mountain Energy Bars is a rapidly growing brand that manufactures energy bars in Questa NM (20 Minutes North of Taos). They are currently looking for like-minded people to join their ever growing team.

Taos Mountain Energy Bars is currently seeking a **Production Assistant (Energy Bar Makers)**
Shipping Assistant.

Responsibilities will include:

- Packaging and labeling products
- Cleaning and sanitizing work areas
- Washing and sanitizing dishes and tools
- Ability to work in fast paced environments

Requirements:

- No criminal background
- Attention to detail
- Ability to stand, climb, and walk on continual basis throughout shift
- Ability to lift from floor to above the head, to carry materials weighing up to 50 lbs
- Ability to read/interpret production process materials
- Candidates with food production or assembly experience is a plus

Compensation:

- Starting Pay is \$12.50/hr.
- \$15.00/hr. (after 90 days of fulltime employment)
- \$17.50/hr. (after 1 year of fulltime employment)
- \$20.00/hr. (after 1.5 years of fulltime employment)
- *Eligible for benefits & 401K after 30 days of employment

To apply:

Send resumes to mary@tmebars.com or come by the facility to fill out an application

2638 NM HWY 522
Questa, NM. 87556
(575) 751-7211





Forest Service

The Forest Service is hiring student interns and recent graduates!
Find out more information about how to apply at this link

<https://www.fs.fed.us/working-with-us/jobs/events/MANRRS-hiring>

The Lions Club of Taos

The Taos Lions Club has been the proud owner of “Tio Vivo” since the 1930s. Tio Vivo is a vintage carousel (a flying jenny) made in the late 1890’s and is one of the only two of that era still in use. Tio Vivo has been a part of Fiestas in Northern NM for over 100 years.

We desire a person to collate and organize all the records, photos, articles, and stories of this priceless Taos Treasure and using additional research where needed, help us to document its history. This history should prove interesting to Taos citizens but also many museums and historians across the country (the Smithsonian, for instance, has expressed an interest in Tio Vivo) and are lovers (the Taos Society Artists painted the horses!)

The Lions Club of Taos is recruiting for an unpaid intern within their organization.

Email resume to Catkins58@gmail.com

Cathy Atkins
210-288-9336

Taos Land and Trust

WE ARE HIRING!!

- Taos Land Trust is hiring 16 – 25 year olds who want to work on the land, learn about conservation, and learn valuable job skills.
- Crew Leader Job Description (\$12/hr) and Crew Member Job Description (\$10/hr) positions available.
- Join our Summer Youth Conservation Corps, June thru August 2019
- Be an important team member to bring an acequia back to life, tackle invasive species and restore wetlands.
- Work will be in Taos, New Mexico on the Taos Land Trust's Rio Fernando Park property.

Go here to apply:

<https://www.taoslandtrust.org/get-involved/employment/>

Albuquerque Image Products

Albuquerque Image Products is looking to fill a position for a **Facilities Manager at Holy Cross Hospital**

General Responsibilities:

Responsible for the daily operation and coordination of the Taos Health System, Inc, Holy Cross Hospital print and MFP environment.

Work Summary:

1. Provides daily monitoring of Manage Print System (MPS) for supplies and service needs.
2. Enters service and bill contracts monthly.
3. Coordinates service technicians to ensure install process is ready for delivery.
4. Implements and trains others on the MPS programs sold to customer.
5. Provides training to end-users
6. Changes toner cartridges
7. Assists with customer support regarding any issue due to MPS program
8. Responsible for other duties as assigned by Supervisor or Leadership Team

Additional Duties:

1. Sales Support
 - a. Imputing sales orders.

Education/Certification/Experience Requirements

High school diploma or its equivalent. Proficient in Microsoft Word, Excel. Possesses familiarity in how software works in general.

Knowledge, Skills, and Abilities

- Strong interpersonal and communication skills
- Customer satisfaction orientation
- Ability to work without supervision
- Good time management skills
- Efficient organizational skills
- Exercises patience
- Works well with others
- Effective multi-tasker
- Strong prioritization skills
- Strong Team player
- Likes and enjoys people
- Implements discretion skills

This position will require extensive background check, drug screening, vaccination schedule being up to date and a Department of Justice screening.

If you are interested in this position please email your resume to charlie@albimage.com

US Forest Service

The US Forest Service is current recruiting for key administrative positions within the Carson National Forest and Santa Fe National Forest. This is a unique opportunity because the Forest Service will be hiring through a Schedule A authority which allows candidates to bypass the USA JOBS lengthy competitive application process. To apply, clients must provide a resume and a Schedule A letter from their VR counselor.

To apply you must provide a resume and a Schedule A letter from your VR counselor. You can submit resumes/Schedule A letter directly to **Mary Mylet at New Mexico Workforce Solutions.**

- Carson NF SO, Duty Station Taos, NM
 - Administrative Support Assistant-GS-6/7
 - Executive Assistant GS-7/9
 - Customer Service Representative GS-4/5
- Carson NF Questa Rd, Duty Station Questa, NM
 - Administrative Support Assistant-GS-6/7
- Carson NF Camino Real, Duty Station Penasco, NM
 - Customer Service Representative GS-4/5
- Carson NF Canjilon Rd, Duty Station Canjilon, NM
 - Customer Service Representative GS-4/5
- Carson NF El Rito Rd, Duty Station El Rito, NM
 - Customer Service Representative GS-4/5
- Carson NF Camino Real, Duty Station Penasco NM
 - Customer Service Representative GS-4/5
- Espanola
 - Customer Service Representative GS-4/5

Mountain Home Health Care

Company Name: MOUNTAIN HOME HEALTH CARE, INC.

Address: P.O. BOX 2566, TAOS, NM 87571

Address: 630 PASEO DEL PUEBLO SUR #180, TAOS, NM 87571

Telephone: (505) 758-4786

JOB DESCRIPTION: INTERN

POSITION SUMMARY

This position requires no 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.

Reports to: Office Manager

QUALIFICATIONS

1. Must be 18 years or older.
2. Must be currently enrolled at University of New Mexico Taos, with a GPA of 3.0.
3. Intermediate experience with computers including typing proficiency, familiarity with Microsoft Office, and ability to learn office technology.
4. Willingness to take and follow directions.
5. Excellent written and verbal communication skills and strong interpersonal skills.
6. Bilingual is a plus.

ESSENTIAL FUNCTIONS/AREAS OF ACCOUNTABILITY

1. Organizational Duties

- a. File management. This Includes both electronic data management, and paperwork that will be filed each day.
- b. Creating binders and packets for various departments
- c. Ensuring that document trees are stocked throughout the office.
- d. Organize storage shed and document the contents of stored documents.
- e. Clean and organize refrigerators as needed.
- f. Keep office in a tidy state

2. Technological Duties

- a. Scan documents and file in appropriate place
- b. Word processing
- c. Researching various Items upon request
- d. Updating iPad, iPhone, laptops, and PC's.

3. Decision Making Duties

- a. Understanding the appropriate person a caller should be transferred to based on the Information provided by the caller.
- b. Understanding the correct course of action to take if or when a caller is upset.
- c. Deciding on the appropriate person to direct a walk-in client/employee.

4. Communication Duties.

- a. Communicate necessary Information during meetings.
- b. Answering phones in a professional manner.
- c. Correspond in a professional manner via email and fax.
- d. Interacting with co-workers in a professional manner.
- e. Interact with walk-in customers, vendors, and personal care staff in a professional manner.

5. Professionalism

- a. Must show up for work on time each day and work the duration of the shift.
- b. Must dress in a professional manner: business casual, with the exception of Fridays, which are casual.
6. Adheres to Mountain Home Health Care's privacy practices described in the MHC Privacy Rule.
7. Performs other related duties and responsibilities as deemed necessary

Red River

Town of Red River

- Tourism and Economic Development Director position within the tourism department. Beginning salary is commensurate with experience
- Full Time Fire Company Officer/Fire Inspector. The town will accept applications until filled.

Applications may be obtained in the office of the municipal clerk located at town hall, 100 E Main, Red River, NM or by calling 575-754-2277 during regular business hours.

Red River Ski and Summer Area

Summer 2019 Positions:

- Hidden Treasure Aerial Park Guide
- Pioneer Flyer Attendants
- Scenic Summer Lift Operator
- Summer Mountain Tubing Attendant
- Food Service-Tip Restaurant Staff
- Retail & Ticket Sales
- Heavy Equipment Operator
- Lift Maintenance Manger
- Trail Crew

Full Job Descriptions can be found on our website www.redriverskiarea.com

Help Wanted at Lodging Properties

Auslander Condominiums

- Full Time Maintenance/Handyman position. Salary based on experience.

Submit Resume to:

P.O. Box 789 Red River NM, 87558

Or email auslander@newmex.com

Please call 575-754-2311 for more information

Red River Cont..

Copper King Lodge

- FT Housekeeper needed

**Please apply in person at:
307 East River St. or call 575-754-6210 For more information**

World Mark by Wyndham

- Part-time guest services
- Part-time housekeeper

**To apply for any position please go to
<http://careers.wyndhamworldwide.com>**

Hotel Ryland

- Part-time Housekeeper
- Part-time evening laundry person

Apply in person at Resort Realty 620 E. Main or call 575-754-6444

Riverside Lodge

- Full-time and Part-time office staff needed
Starting wage \$12.00/hr
- Housekeepers needed
Starting wage \$11.00/hr

Reservations Unlimited

- Housekeeping staff- Starting wage is \$12.00/hr. depending on experience with a possible raise after 60 days, paid vacation, dental/vision offered to all employees
- Part-time office staff

**575-754-5415
312 West Main St.**

The Lodge at Red River

- Housekeeping staff

Inquiring in person or call 575-754-6280

Red River cont..

Ponderosa Lodge

- Housekeeping-*starting at \$12-\$13 depending on experience with potential raise in 30 days*
- Part-time maintenance

Please apply in person
200 W Main St

Restaurant/Bar Opportunities

Magnolia Kitchen (opening May 12th)

- Bartenders
- Waitstaff
- Cook

For full job description or more information about how and where to apply please contact:

662-609-6443
305 Pioneer Rd.

Brett's Bistro

- Hiring all positions
Apply in person at:
201 West Main St. or call 575-754-9959

Capo's Corner

- Kitchen Help
- Busser
- PT Host/Hostess

Inquire within during business hours

Red River cont..

Texas Red's Steakhouse

- Cashiers
- Hostesses
- Dishwasher
- Wait Staff
- Cooks

Apply in person at: 406 East Main St

For more information, call 575-754-6280

Old Tymer's Café

Now Hiring for all positions

For more information, contact Carolyn at 575-770-6666 or 575-754-2721

Yesterday's Diner

- Wait Staff
- Cooks

Apply in person at 612 West Main St.

For more information, call 575-754-6233

Red River Brewing Company

- Servers
- Bartenders
- Hosts
- Dishwashers
- Cooks

Please email michael@redriverbrewing.com if interested

Grill@ the Lift House

Various positions

Contact Steve at 575-770-5679

Red River cont..

Dairy Bar

- Full-time cashier
 - Waitress/waiter
 - Line cook
- Apply in person or on Facebook
Call for more information, 575-754-9969

Anchovies Pizzeria

- Kitchen Staff (starting May 6th)
- Apply in person at 100 W High Street
Call for more information, 575-754-6334

Retail Opportunities

All Seasons

Retail Clerk-Clothing/Jewelry Sales
25-40 hours per week & Retail Clerk- Summer general sales/ winter
ski shop technician
25-40 hours per week inquire in person @600 West Main St.

Main street Mercantile

Sales clerk needed 25-35 hours a week
Apply in person @301 W Main St or call 575-754-6414 for more
information.

KWK Events, (Event Coordination)

Hiring for set up, clean up, and serving staff
Part Time, contract, labor, mostly weekends (June-October)
Must be professional and have black slacks and white shirt to wear for
events Contact Karen Kelly 575-595-1971

Kit Carson Telecom

Kit Carson Telecom has an open position for:

Customer Service Representative Level I

Customer Service Representative Level I, serves customers by providing product and service information; resolving product and service problems. Under the supervision of the Business Operations Manager, Customer Service Representative I performs those duties associated with the provisions of a new service to consumers; the administration of the service order system; and the procedures relating to the receiving and routing of documents concerning the permitting and right-of-way easement process.

Online application available at kitcarson.com

If interested, please visit Cynthia Lentini at UNM Taos Career Services. For more information, contact 575-737-3770 or cplentini@unm.edu



El Prado Water and Sanitation

El Prado Water and Sanitation is looking to fill the following position:

**Operations/Maintenance
position available**

**Experience in plumbing and
minor building repairs preferred**

Starting wage Neg. DOE

Benefit package available

El Prado Water and Sanitation District

575-751-3335

El Monte Sagrado

El Monte Sagrado is looking to fill the following positions.

- Administrative Coordinator
- Banquet Captain
- Banquet Server
- Banquet Utility
- Controller
- Dishwasher
- Executive Housekeeper
- Food & Beverage Manager
- Maintenance/Grounds Technician
- Make Ready Technician
- Nail Technician
- Room Attendant
- Server

For job descriptions and to apply please visit www.elmontesagrado.com



El Monte Sagrado Career Open House

The poster is set against a dark brown background with a large, faint, golden geometric pattern. In the top left corner, there is a circular logo for El Monte Sagrado, a stylized geometric design. To its right, the text 'EL MONTE SAGRADO' is written in a serif font, with 'TAOS' underneath. In the top right corner, there is a white rectangular box with the text 'PALACIO de MARQUESA' and 'TAOS' below it. The main text of the poster is in a large, bold, serif font, centered. It reads: 'HOSPITALITY CAREER OPEN HOUSE', 'MAY 2 & MAY 8 & MAY 15, 2019 • 10AM - 4PM', and 'EMS Gallery • 317 Kit Carson Rd'. Below this, in a smaller, all-caps serif font, it says 'COMPLIMENTARY PARKING'. Underneath that, it says 'VISIT: <https://www.hospitalityonline.com/heritage-hotels/> FOR JOB OPENINGS'. At the bottom, in a smaller, all-caps serif font, it says 'EOE/DRUG-FREE WORKPLACE'. At the very bottom center, there is a logo for 'HERITAGE HOTELS & RESORTS, INC.' featuring a stylized sunburst or fan shape above the word 'HERITAGE' in a serif font, with 'HOTELS & RESORTS, INC.' in a smaller font below it.

EL MONTE SAGRADO
TAOS

PALACIO de MARQUESA
TAOS

HOSPITALITY CAREER OPEN HOUSE
MAY 2 & MAY 8 & MAY 15, 2019 • 10AM - 4PM
EMS Gallery • 317 Kit Carson Rd

COMPLIMENTARY PARKING

VISIT: <https://www.hospitalityonline.com/heritage-hotels/> FOR JOB OPENINGS

EOE/DRUG-FREE WORKPLACE

HERITAGE
HOTELS & RESORTS, INC.