

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](mailto:cplentini@unm.edu)

## Job Postings

**June 2019**

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**Taos Pueblo**

**TAOS PUEBLO CMS**

**OPEN POSITION LISTING**

POSITION	DEPT.	STATUS	# OF POSITION	DATE POSITION POSTED	DATE POSITION CLOSED
Deputy Tribal Program Administrator	IDC	FT	1	03/07/2019	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](mailto: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**

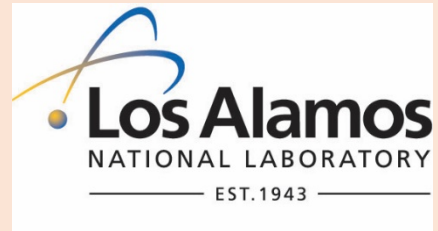
[Click Here to See All Student Listings](#)

**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.

<b>Food &amp; Beverage</b>	<b>Mountain Operations</b>
<ul style="list-style-type: none"> <li>• Cook II-192 at the Blake (Summer)</li> <li>• Cook III-192 at The Blake (Summer)</li> <li>• Front of the House Manager-192 at the Blake</li> <li>• On Call Banquet Server</li> </ul>	<ul style="list-style-type: none"> <li>• Lift Maintenance Electrician</li> <li>• Ski Patrol Director</li> </ul>
<b>Hotel/Transportation</b>	<p><b>Contact Information</b></p> <p>Phone: (575) 776-2291 ~ <a href="mailto:hr@skitaos.com">hr@skitaos.com</a></p> <p><b>Web:</b> <a href="https://www.skitaos.com/job-listings/">https://www.skitaos.com/job-listings/</a></p> <p><b><u><a href="#">How to Apply- Online— Click Here</a></u></b></p>
<ul style="list-style-type: none"> <li>• CDL Shuttle Driver</li> <li>• Licensed Massage Therapist</li> <li>• DVR Apprenticeship</li> </ul>	

**Rocky Mountain Youth Corps**



**Rocky Mountains Youth Corps in Taos is recruiting.**

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



## 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](mailto: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/>



## 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

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#### **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 MHHHC 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](http://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](mailto: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 12<sup>th</sup>)***

- 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](mailto: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 6<sup>th</sup>)  
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 Propane**

Kit Carson Propane has an open position for:  
**Customer Service Representative**

**Customer Service Representative**, is the first person seen when a customer enters our office. A CSR should represent professionalism and respect during their interaction with diverse groups of patrons and/or individuals.

Online application available at [kitcarson.com](http://kitcarson.com)

**If interested, please visit Cynthia Lentini at UNM Taos Career Services. For more information, contact 575-737-3770 or [cplentini@unm.edu](mailto:cplentini@unm.edu)**



## Taos Community Foundation

Taos Community Foundation is looking for a Program Associate (Intern to Hire)

The Program Associate reports to the Executive Director and Director of Philanthropic Services and will provide exceptional, professional customer service and hospitality to all visitors and callers. This person will be responsible for administrative support and general operation of the office.

### Qualifications:

- Ideal candidate will be a “team player”, creative and communicative
- Current computer skills, including advanced use of Microsoft Word, Excel, Publisher, Access, Word Press, as well as database skills.
- Professional telephone manner and strong customer service skills
- Ability to thrive in a fast paced work environment and be a team player.
- Meticulous attention to detail
- Ability to take leadership of projects, manage them and see them in completion.
- Ability to communicate well with people of diverse backgrounds
- Ability to manage multiple projects and meet deadlines
- Ability to take direction from others
- Excellent time management and organizational skills.

**If interested, please visit Cynthia Lentini at UNM Taos Career Services. For more information, contact 575-737-3770 or [cplentini@unm.edu](mailto: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](http://www.elmontesagrado.com)