



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 061-25**

**OPENING DATE: 05/05/2025**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Training Specialist  
**PAY GRADE:** NE7 (\$25.00/hr. - \$33.75/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Human Resources  
**REPORTS TO:** HR Manager  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Coordinates, prepares, and presents training programs and activities in direct support of POI's training initiatives. Schedules training sessions and meetings. Provides appropriate internal communications promoting training activities and maintaining session attendance.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Develops, implements and delivers training programs for all employees utilizing cost effective practices, i.e., in house training.
- Develops, compiles and maintains training and support materials that may be used as resources once training has been completed that include instructor materials, course outlines, background materials, instructional materials and training aids.
- Conducts New Hire Orientation on regular (weekly, bi-weekly) basis to include cultural sensitivity training.
- Consults with department leadership to assess training needs to include pre and post training evaluations to measure effectiveness.
- Regularly update curriculum as needed.
- Documents and understands policies/procedures for POI.
- Conducts presentations, workshops, and feedback sessions.
- Assists in design of computer-based and multimedia curriculum.
- Proficient in technical instruction delivery and presentation skills.
- Coaches and mentor's other instructor in subject matter, content and course delivery techniques.
- Ensures the quality and consistency of course content throughout training programs.

- Works effectively with other members of the department and other employees of POI.
- Enhances professional growth and development through participation in educational programs, reading current literature, attending in-services, meetings and workshops.
- Maintains records, files, materials, documents and databases; ensure records are accurate and; updated; review, research and summarize a variety of statistical reports; ensures the integrity and security of confidential employee data.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- No supervisory responsibilities.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Associates Degree in Training and Development, Instructional Design, Education, Human Resources or related field.
- Three years direct training and development, instructional design, and teaching.
- A combination of education and experience may be considered.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

**PREFERRED QUALIFICATIONS:**

- Tiwa speaking preferred.
- Senior Professional Human Resources (SPHR), Professional Human Resources (PHR) Certification, or Tribal Human Resources Professional (THRP).

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of traditional forms of government and Pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Isleta.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of principles, practices and trends in instructional design and training of adult learners.
- Knowledge of enhancing employee's skills to increase overall quality of work.
- Skill in instructional design.
- Skill in operating business computers and office software programs.
- Skill in coaching employees and managers.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to deliver training programs requiring collaborating with employees, trainees, subject matter experts and POI's leaders.
- Ability to guide and develop training methods and materials to specialists who, in turn, instruct the organizations employees.
- Ability to exercise independent judgment.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to exhibit strong critical and analytical skills.

- Ability to be persuasive and tactful in controversial situations.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Specific vision abilities to include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.