



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 163014-25

OPENING DATE: 08/18/2025

CLOSING DATE: 11/16/2025 or OUF

POSTED: IN/OUT

POSITION: Community Beautification Coordinator
PAY GRADE: NE7 (\$25.00/hr. - \$33.75/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Transportation Services
REPORTS TO: Transportation Services Division Manager
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Under general supervision of the Transportation Services Division Manager, the Community Beatification Coordinator is responsible for customer service, planning, implementation, coordination, and supervision of various programs, projects, and strategic initiatives relating to improving the Pueblo's appearance and cleanliness. The coordinator promotes beautification efforts through public campaigns, contracts, and activities and integrates tribal programs into regional, state, and national partnership with area non-profit and municipal organizations.

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:

- Plans, implements, coordinates, and supervises/monitors environmental programming and projects relating to the Pueblo's appearance and cleanliness.
- Plans and presents relevant programs to non-profits, schools and other municipal/community organizations.
- Prepares and distributes promotional literature, printing materials, and signage placement throughout the Pueblo of Isleta.

- Cross references data to ensure accuracy and completeness; recognizes problems in source documentation.
- Coordinates with the Pueblo of Isleta, NMDOT print, radio, and social media messaging.
- Coordinates resources with the Solid Waste Manager on priority beautification projects.
- Provides data tracking, program monitoring, and program reports.
- Coordinates broad-based Pueblo beautification, clean-up projects and other related events.
- Serves as primary point of contact and grant manager for NMDOT's Que Linda state environmental program. Coordinates with other programs including New Mexico Clean and Beautiful and NMED's Recycling and Illegal Dumping (RAID).
- Prepares keeps records and files reports for regional, state, and national programs.
- Works with other staff members on the scheduling of events and activities.
- Sets up and maintains an effective filing and retrieval system.
- Prepares grant applications for applicable state and national beautification programs.
- Consults with and advises the Solid Waste Manager and Public Works Director on the Pueblo of Isleta's appearance, programs, projects, or special events.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED required.
- Completion of an associate's degree in business administration, public administration, sustainability, general studies, or similar program is preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligible insurance.
- At least two years of experience working in a local government, schools, not for profit organization, event planning, or community organization in a position where similar job functions were performed. Additional experience may be substituted for education requirements.
- Five years of administrative and computer data entry experience.
- Experience with Microsoft Office products and data systems.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of standard office practices and procedures.
- Knowledge of data entry and computer software.
- Knowledge of document retention.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheets and database software programs in a Windows environment.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to maintain confidentiality.
- Ability to collect and analyze information and develop statistical analysis and reports or data.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to enter data information quickly, accurately, and with attention to detail.
- Ability to gather data, compile information, and prepare reports.

- Ability to verify data input and correct errors.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to handle multiple tasks and meet deadlines.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to work flexible hours including occasional weekends.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL DEMANDS:

- Work is performed in an office environment and outdoors. May be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- Requires extensive repetitive use of hands and arms to use keyboard, and office machines.
- Work schedule may include select weekends for special events/community projects.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports. May be required to lift and carry items up to 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions.
- Some work duties may be performed "remotely" outside of Tribal facilities. For remote access you must complete and maintain a current remote work agreement.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment and outdoors.
- Travel may be required.
- Noise levels will vary.

PREFERENCE:

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