

## **Position Title: Programs Assistant**

Location: Santa Fe Indigenous Center: 1420 Cerrillos Road, Santa Fe, NM 87505  
Start Date: Mid-April  
Hours: 20 hours per week +; 10am- 2pm Monday – Friday, plus events & some meetings  
Pay: Depending on experience  
Supervisor: Programs Coordinator

## **Position Summary**

The Programs Assistant supports the mission of the Santa Fe Indigenous Center by providing overall program and event support. The Programs Assistant works under the supervision of the Programs Coordinator for planning, coordination, and execution of all Santa Fe Indigenous Center programs and events while maintaining digital platforms and communication systems. Assists with ongoing programs & events including food distributions, outreach, cultural workshops, Native Earth Day, Honoring Native Nations Powwow, etc. This role is essential in ensuring smooth program operations.

### **Key Responsibilities:**

- Provide comprehensive support for programs and events, including planning, marketing, budgeting assistance, staffing, setup, and teardown.
- Conduct research to identify qualified instructors for programs and workshops, and source necessary materials.
- Maintain and update event listings on the organization's website on a monthly basis (WordPress experience preferred).
- Collaborate with the Programs Coordinator to develop promotional materials, including flyers, monthly recaps, and social media content.
- Create and manage registration forms for artist booths (e.g., Annual Powwow) and cultural workshops/classes.
- Communicate with workshop participants to confirm eligibility, share event details, and conduct follow-ups.
- Support outreach initiatives through event attendance and on-site engagement.
- Coordinate with the Programs Coordinator to ensure a consistent and timely social media posting schedule.
- Maintain and update business profiles on platforms such as Google and Bing, including hours of operation and holiday closures.
- Develop and maintain communication templates for outreach, participant correspondence, artist booth updates, agreements, and related materials.
- Collaborate as needed with the Grant Writer/Special Projects team and the Culturally Based Harm Reduction Coordinator to support project deliverables.

## Qualifications

- High School degree, some college, plus 3+ years of prior Program & Event duties.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Experience with administrative work, data entry, and document management.
- Familiarity with Google Workspace (Drive, Sheets, Forms, Docs, Email) preferred. Experience with WordPress or other website management platforms. Canva or other desktop publishing programs.
- Ability to handle sensitive and confidential information with discretion.
- Ability to work independently and as a team member.
- Commitment to serving Indigenous communities with respect and cultural awareness.
- Comfortable using a variety of technology platforms and eager to learn new software.

## Working Conditions

- Office-based and frequent interactions with community members, organizational partners and volunteers.
- Capable of lifting 35 lbs. plus. Occasional moving of supplies, program equipment, clothing & household donations and food boxes.
- Some evening or special event hours apply.

## Core Values

- Respect for Indigenous cultures and traditions
- Community-centered service
- Integrity and punctual
- Accountability is a must
- Collaboration and compassion

## HOW TO APPLY

Email resume and cover letter to [sficdirector@gmail.com](mailto:sficdirector@gmail.com) and include “Programs Assistant - [First Name, Last Name]” in the subject line. Resumes will be accepted immediately and will remain open until the position is filled. **Native American applicants are encouraged to apply.**