



## Indigenous Montessori Institute

7510 Montgomery NE, Suite 204, Albuquerque, NM 87110

Phone (505) 418-6767

[kclcmontessori.org/about-imi/](http://kclcmontessori.org/about-imi/) / [imiinfo@kclcmontessori.org](mailto:imiinfo@kclcmontessori.org)



### **JOB POSTING**

KCLC-IMI seeks a **Summer Intern** (17+) to assist the IMI Director in day-to-day duties (see below). This person will report to the IMI Director. Position is part-time (up to 20 hours per week), hourly, paying a competitive wage, starting June 5 – August 9, 2023.

The Indigenous Montessori Institute was born jointly out of KCLC's need to develop its own teacher training pipeline and the lack of existing teacher training programs that prioritize Indigenous Education inclusive of Indigenous languages. IMI strives to reclaim and center Indigenous Education by decolonizing education in the classroom and system levels, restore Indigenous knowledge systems that support early childhood education, and center Indigenous languages, values, and beliefs in education and restore Indigenous knowledge systems that support early childhood education.

### **IMI Summer Intern—Job Description and Requirements**

#### **General Duties and Responsibilities:**

- Provides administrative support for IMI Director
- Copies and organizes PIE and IMI training events
- Issues student tuition billing statements and training invoices
- Keeps IMI database up-to-date
- Files and maintains student applications, event registrations, and student records
- Sends out and maintains program communication to all participants
- Assists in maintaining a training calendar
- Procures office and program supplies
- Responsible for IMI Communications
- Solves any issues or challenges in a collaborative, respectful manner

This job posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the intern. Duties, responsibilities, and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Qualifications:**

- Experience working directly with Indigenous Communities preferred.
- Skills/Mindset
- Trained in and or willing to become trained in Anti-Biased Anti-Racist practices
  - Comfortable with written and verbal communication
  - Organized and able to prioritize multiple competing tasks
  - Ability to work as a team
  - Proficiency with Microsoft Suites software, Apple Software, Adobe, and social



## Indigenous Montessori Institute

7510 Montgomery NE, Suite 204, Albuquerque, NM 87110

Phone (505) 418-6767

[kclcmontessori.org/about-imi/](http://kclcmontessori.org/about-imi/) / [imiinfo@kclcmontessori.org](mailto:imiinfo@kclcmontessori.org)



media

- Problem-solving skill, analytic, and strategic thinking skills
- Ethical conduct; honors confidentiality
- Embodies the values of Cochiti Pueblo and KCLC, including the commitment to redefine Indigenous education
- Take initiative to serve KCLC's mission

### Work Environment

Internship hours will be regular and predictable between 7:15 and 5:00 Monday through Friday, arranged to meet IMI's needs and intern's schedule. There is no requirement for overtime. Work pace fluctuates; can be managed by planning ahead. There are frequent meetings in person, by phone, and video conference. There are regular weekly deadlines and some seasonal or annual deadlines. Strong communication and organization are required.

This position is primarily indoors and will be housed at IMI's Albuquerque office, largely sedentary; routinely uses standard office equipment such as computers and phones.

### Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear in person, on phone, and videoconferencing. The employee is frequently required to stand; walk; use hands to type.

### Travel

Travel is infrequent and primarily local during the business day. Must have reliable personal transportation.

### Other

- Valid License
- Background Check

KCLC is an EEO employer. We exercise an American Indian hiring preference. This position is part-time (up to 20 hours per week), non-exempt, paying a competitive wage. Interested individuals should submit a letter of interest to [imiinfo@kclcmontessori.org](mailto:imiinfo@kclcmontessori.org) or to Keres Children's Learning Center, PO Box 113, Cochiti Pueblo, NM, 87072; (505) 418-6767.

**Application Deadline 6/5/23. Position open until filled.**