Keres Children's Learning Center
P.O. Box 113, Cochiti Pueblo, NM, 87072
235 S. Plaza St., Cochiti Pueblo, NM, 87072
PHONE 505-465-2185
KCLCMontessori.org / info@KCLCMontessori.org

JOB POSTING

Now Hiring: IMI Program Assistant

Location: Indigenous Montessori Institute offices in Albuquerque, New Mexico (on-site)
Classification: Non-Exempt, Full time, hourly
Compensation: $25/hour, higher depending on experience

About us
The Indigenous Montessori Institute helps educators and schools bring education rooted in Indigenous worldviews and language revitalization to their communities, using Montessori as a tool. We offer professional development, technical assistance, and training. IMI also supports the Indigenous Montessori Network and hosts the annual Native Language Symposium. IMI is a program of Keres Children's Learning Center (KCLC) in Cochiti Pueblo, NM.

About the role
The Program Assistant keeps IMI's operations running smoothly. You'll handle the administrative, financial, logistical, and communications work behind our training, partner schools, and events. You'll be a key partner to the IMI Directors and a welcoming point of contact for the educators we serve.

What you'll do

- Coordinate training logistics, registrations, rosters, and student records
- Prepare tuition statements and invoices, track payments, and pay vendor bills
- Support the Native Language Symposium, including registration, speaker logistics, and on-site help
- Arrange travel and lodging for staff and partners
- Represent IMI at conferences and community events
- Keep the IMI calendar, database, website, and photo library up to date
- Help share IMI's stories through social media and newsletters
- Prepare and care for our training space in Albuquerque for events and Montessori Training

Who we're looking for

- Highly organized and detail-oriented, especially with financial records and data
- Learns new technology quickly and independently
- Communicates clearly and follows through promptly
- Comfortable with Google and Microsoft Outlook
- Holds a valid driver's license and is able to travel within and outside New Mexico
- Committed to Indigenous language revitalization and KCLC's mission

Desired Qualifications
1–2+ years of administrative or program coordination experience; experience with Asana, Eventbrite, Canva, Zoom, and social media scheduling; bookkeeping or invoicing; event

planning; familiarity with Montessori education; experience with Pueblo and Native communities; and Keres language proficiency or active Keres language learning.

Benefits

Comprehensive coverage options including health, vision, dental, and life insurance benefits.

Physical Requirements

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. Employee must be able to see to use computers and other technology; lift boxes of merchandise or supplies; must be able to operate standard office equipment, including but not limited to copy machines, printers, computers, and smart phones.

To apply

KCLC is an Equal Opportunity Employer. This is a full-time, nonexempt position, paying a competitive wage depending on experience and language skill. Interested individuals should submit a letter of interest to jerome@kclcmontessori.org or to Keres Children's Learning Center, PO Box 113, Cochiti Pueblo, NM, 87072; (505) 465-2185.

Desired start date January 2027 but position open until filled