



# Tukhe'ti



January 17, 2025



## 2025 Santa Clara Pueblo Tribal Officials

(left to right)

**Alvin Warren—Interpreter, Bernardino Chavarria—Tribal Secretary,  
Charles Suazo—Lt. Governor, James Naranjo—Governor,  
Donald Suazo—Tribal Sheriff, Jessie Gutierrez—Tribal Treasurer**

# SANTA CLARA

POST OFFICE BOX 580  
(505) 753-7330  
(505) 753-5375 Fax



# INDIAN PUEBLO

ESPANOLA, NEW MEXICO  
87532  
OFFICE OF GOVERNOR

TO: All Community Members  
FROM: James Naranjo, Governor *Governor James Naranjo*  
DATE: January 8, 2025  
RE: Announcement- Santa Clara Pueblo Utility Commission

The Santa Clara Pueblo Governor's Office is currently seeking individuals that are interested in serving on the Santa Clara Pueblo Utility Commission. There are five (5) Board positions open, the appointees shall each serve staggered terms of three years.

The Commission shall be composed of five voting members and one non-voting member. The non-voting member will be a current member of the Tribal Council during their term as a Commission Member.

To the extent practicable the voting-member Commissioners shall be composed of individuals who possess skills and knowledge in the following areas:

General Business - Two (2) Board members shall work, have worked or have obtained a degree in the business area and have general knowledge of business operations and management, organizational planning, capital planning, local labor markets and financial planning.

Interested individuals should submit their letter of interest along with a resume to the Governor's Office by Friday, January 24, 2025, by 12:00 p.m. If you have any questions, please feel free to contact the Governor's Office at (505) 753-7330.



**2025**  
**Honoring Kha P'o Owinge Veterans**

Extra copies of the Honoring our Veterans Calendars are available for pick-up at the Tribal Administration Building.

Please call Virginia at 505-692-6312 or email me at [vshalfmoon@santaclarapueblo.org](mailto:vshalfmoon@santaclarapueblo.org) to let me know that you will be coming by.

We will not be mailing out any calendars.

**Veterans 2025 is off to a good start**

Santa Clara Pueblo received a grant from the New Mexico Indian Affairs Department to be used for our Veterans. Your input is needed to determine the best use of the funding. We are planning our first meeting to discuss the use of the funds towards the end of January or early February. Notice of meeting date and time will be forthcoming. The grant requires that all funds must be spent and the final report completed by June 20, 2025.

The broad categories identified in the grant include financial reimbursement of Veterans participation in Veterans Conferences, Meetings and Trainings. Hosting of a VA and New Mexico Department of Veterans Services Outreach at Santa Clara to assist with filing for benefits, signing up with VA Healthcare, new ID's, etc. The Native American Training Institute, NATI, Veterans Symposium held at Isleta Casino is also a possibility. As well as other wellness retreats and activities. Also, recently discussed was the possibility of a plaque to include the names of all of Santa Clara Veterans, those listed on the back of the calendar.

Again, your input is important to help determine the best use for this grant funding.





Thank you to the N3B Company in Los Alamos who donated presents for all the kids at the Santa Clara Headstart. The N3B Employees picked names off a tree and purchased the gifts. Lisa LaPointe-Tafoya delivered the gifts on 12/18, Headstart kids opening gifts , photo on the right. Group photo below: happy kids, left to right, Zayden Atencio, Leo Caro-Suazo, Mia Martinez, Titus Tafoya, Aiden Fresquez, Izriah Martinez, Caleb Maes, Serenity-Rey Harrington, Daniel Jude Salazar, Daizee Varela, Kindra Chavarria, Louis Ortiz. Top row, left to right, Governor James Naranjo, Teachers Sepoese, Yolanda, Kaylina, Brooklyn and Angela. Kids not in attendance: Grayson Cordova, Meeah Naranjo, Balcolm Garcia, Michael Gonzales.





## About our Newsletter

Due to increased expenses in printing the newsletter, we are asking all who have computer access to begin receiving your newsletter electronically, by providing your name and email address and your physical address will also be needed to remove it from newsletter delivery. You can also view the current newsletter and previous copies of the newsletters on our website, [santaclarapueblo.org](http://santaclarapueblo.org)

**All other memos, etc. will continue to be delivered to your residence.**

A list has been started of residences that are not collecting your newsletters and allowing them to fall to the ground resulting in litter. Deliveries to these residences will be discontinued.

I hope you understand the cause for this change is the expense to print and deliver the hardcopies of the newsletter. If the cost is not reduced, other measures will have to be taken to cut down costs.

Thank you for your assistance. Please send your name, email address and physical address to [vhalfmoon@santaclarapueblo.org](mailto:vhalfmoon@santaclarapueblo.org) to stop delivery of the hardcopy newsletter to your residence.

### **Next Generation Uniformed Services ID Card**

Veterans' dependents, and family members, please take the opportunity this new year to replace your Uniformed Services Identification (USID) card. Beginning in 2026, the legacy card will no longer be accepted for access to benefits, privileges, or DoD bases. The new card will replace the paper ones to help against counterfeiting and fraud in response to the implementation of the Real ID Act. What will you need to bring for a new card? A pre-arrival checklist and enrollment forms are available for download at <https://www.cac.mil/Next-Generation-Uniformed-Services-ID-Card/Getting-Your-ID-Card/> To find a RAPIDS ID Card office near you and book an appointment visit this website <https://idco.dmdc.osd.mil/idco/> or call 1-800-538-9522 for help using the scheduler.





## SANTA CLARA PUEBLO OFFICE OF VITAL STATISTICS & ENROLLMENT

GREETINGS AND HAPPY NEW YEAR FROM THE OFFICE OF VITAL STATISTICS AND ENROLLMENT (OVSE) PROGRAM. MY NAME IS TRACILEE GUTIERREZ. I AM 42 YEARS OLD AND A PROUD MEMBER OF SANTA CLARA PUEBLO. I HOLD THE POSITION OF DIRECTOR WITHIN THE OFFICE OF VITAL STATISTICS AND HAVE BEEN WITH THE OVSE DEPARTMENT SINCE MID-NOVEMBER 2021, INITIALLY SERVING AS THE PROGRAMS MANAGER AND ENROLLMENT CLERK.

I POSSESS AN ASSOCIATE DEGREE IN INFORMATION TECHNOLOGY AND AM ADVANCING MY EDUCATION BY PURSUING A BACHELOR'S DEGREE IN INFORMATION TECHNOLOGY AND A CERTIFICATE IN BUSINESS ADMINISTRATION. I WORK UNDER THE GENERAL DIRECTION OF DEPUTY TRIBAL ADMINISTRATOR GILBERT R. TAFOYA.

AS THE OFFICE OF VITAL STATISTICS DIRECTOR, I OVERSEE THE NON-MEMBER RESIDENCY AND THE TRIBAL ENROLLMENT PROGRAM. MY RESPONSIBILITIES INCLUDE MANAGING ENROLLMENT FILES, DEATH CERTIFICATES, BUREAU OF INDIAN AFFAIRS (BIA) FORMS, AND CORRESPONDENCE DIRECTED TO THE TRIBAL GOVERNOR'S OFFICE. I ALSO NETWORK WITH EXTERNAL AGENCIES CONCERNING ENROLLMENT ISSUES AND MAINTAIN UPDATED CENSUS DATA BY ENTERING INFORMATION INTO THE REGISTRY.

ADDITIONALLY, I REGULARLY ATTEND TRIBAL COUNCIL MEETINGS TO ADDRESS SENSITIVE SUBJECTS, INCLUDING MINOR CHILD REGISTRANTS, DEATH CERTIFICATES, AND OTHER PERTINENT MATTERS RELATED TO THE OVSE DEPARTMENT.

INTRODUCING OUR NEW PROGRAM MANAGER/ENROLLMENT CLERK, MS. ALLAYNE MARTINEZ, AS A MEMBER OF THE SANTA CLARA PUEBLO, I BRING A DEEP COMMITMENT TO THE COMMUNITY. I BEGAN MY TENURE WITH THE OVSE DEPARTMENT IN SEPTEMBER 2024, FOLLOWING MY PREVIOUS ROLE IN THE COMMUNITY HEALTH REPRESENTATIVE (CHR) DEPARTMENT, WHERE I OPERATED AS THE CHR/DIABETES PROGRAM DRIVER.

ADDITIONALLY, I HELD THE POSITION OF NON-MEMBER RESIDENT CLERK WITHIN OVSE FOR EIGHT YEARS, DURING WHICH I ACQUIRED SIGNIFICANT EXPERIENCE IN DATA ENTRY, RECORD MANAGEMENT, AND PROVIDING ACCURATE INFORMATION TO COMMUNITY MEMBERS.



IN MY CURRENT ROLE, I OPERATE UNDER THE GENERAL SUPERVISION OF PROGRAM DIRECTOR MS. TRACILEE GUTIERREZ, ASSISTING HER WITH IMPLEMENTING AND SUPPORTING VARIOUS CENSUS AND ENROLLMENT DATA PROJECTS. MY PRIMARY RESPONSIBILITIES INCLUDE ENSURING CONFIDENTIALITY THROUGH THE SECURE MAINTENANCE OF RECORDS, DOCUMENTS, AND PERSONAL CONTACT INFORMATION FOR BOTH MEMBERS AND NON-MEMBERS. I AM TASKED WITH CATALOGING THE CURRENT TRIBAL ENROLLMENT ROLLS, ENCOMPASSING FOUNDATIONAL AND CONTINUOUS DATA, AND MAINTAINING AN INFORMED INVENTORY.

IN COLLABORATION WITH THE DIRECTOR, I MANAGE ENROLLMENT FILES, DEATH CERTIFICATES, BUREAU OF INDIAN AFFAIRS FORMS, AND CORRESPONDENCE DIRECTED TO THE TRIBAL GOVERNOR'S OFFICE. ADDITIONALLY, I INTERACT WITH EXTERNAL AGENCIES CONCERNING ENROLLMENT MATTERS AND UPDATE CENSUS DATA BY INPUTTING INFORMATION INTO OUR DATABASE. I ALSO SUPPORT THE DIRECTOR DURING COUNCIL MEETINGS AS REQUIRED, PARTICULARLY WHEN DISCUSSING ENROLLMENT ISSUES.

OUR OFFICE HAS DILIGENTLY WORKED TO MANAGE A SUBSTANTIAL VOLUME OF PERSONAL DOCUMENTS AND FILES, ALL OF WHICH ARE SYSTEMATICALLY ENTERED INTO OUR PROGENY DATABASE SYSTEM. THIS SYSTEM ORGANIZES ALL TRIBAL MEMBER AND NON-MEMBER DOCUMENTS AND SENSITIVE INFORMATION, FACILITATING EFFECTIVE VIRTUAL COMMUNICATION WITH COMMUNITY MEMBERS, EXTERNAL AGENCIES, AND TRIBAL LEADERSHIP REGARDING CONFIDENTIAL MATTERS.

I WAS MOTIVATED TO RETURN TO THE OVSE BY THE OPPORTUNITY TO ENGAGE WITH THE COMMUNITY THROUGH ESSENTIAL SERVICES SUCH AS ENROLLMENT, ISSUANCE OF TRIBAL AND NON-MEMBER ID CARDS, ASSISTANCE WITH DEATH CERTIFICATES, FAMILY TREE RESEARCH, DOCUMENT REQUESTS, AND INTERDEPARTMENTAL SUPPORT. I AM EAGER TO LEVERAGE MY SKILLS AND EXPERIENCE TO SUPPORT THE OVSE TEAM AND AM COMMITTED TO SERVING THE COMMUNITY IN THIS CAPACITY. FOR INQUIRIES REGARDING MEMBERSHIP, BIRTH REGISTRATION, ID CARD APPOINTMENTS, OR ADDITIONAL INFORMATION, PLEASE DO NOT HESITATE TO CONTACT ME USING THE CONTACT DETAILS BELOW.

**CORRINE PADILLA, ENROLLMENT CLERK II / DATA TECH.** UNDER THE SUPERVISION OF THE VITAL STATISTICS ENROLLMENT CLERK / PROGRAM MANAGER, MS. PADILLA CLASSIFIES RECORDS. SHE VERIFIES NUMERICAL DATA TO MAINTAIN ACCURATE RECORDS WITHIN SYSTEMS THAT ALIGN WITH THE DEPARTMENT'S OBJECTIVES. SHE IS THE PRIMARY CONTACT FOR INDIVIDUALS SEEKING INFORMATION AND SUBMITTING APPLICATIONS THROUGH THE SANTA CLARA PUEBLO ENROLLMENT PROCESSES.

MS. PADILLA ENTERS ALPHABETIC, NUMERIC, OR SYMBOLIC DATA FROM SOURCE DOCUMENTS INTO THE COMPUTER SYSTEM, UTILIZING A DATA ENTRY DEVICE, SUCH AS A KEYBOARD OR OPTICAL SCANNER, AND ADHERING TO THE FORMAT DISPLAYED ON THE SCREEN. SHE METICULOUSLY COMPARES THE ENTERED DATA WITH THE SOURCE DOCUMENTS OR RE-ENTERS INFORMATION IN A VERIFICATION FORMAT ON THE SCREEN TO IDENTIFY ERRORS. FURTHERMORE, SHE REVIEWS NOTES AND INSTRUCTIONS FROM SOURCE DOCUMENTS AND CROSS-REFERENCES THE INFORMATION WITH PRINTOUTS TO ENSURE COMPLETENESS AND COMPLIANCE WITH ESTABLISHED POLICIES AND PROCEDURES.



ADDITIONALLY, MS. PADILLA COMPILES, SORTS, AND VERIFIES DATA ACCURACY BEFORE ENTRY. SHE DEVELOPS AND IMPLEMENTS OFFICE MANAGEMENT PROTOCOLS AND OPERATIONAL PROCEDURES, PROVIDES REFERENCE FILES, AND DRAFTS CORRESPONDENCE. SHE SAFEGUARDS THE INTEGRITY OF OPERATIONS BY ENSURING THE CONFIDENTIALITY OF INFORMATION.

MS. PADILLA PREPARES AND REPLICATES MEMORANDA, REPORTS, AND VARIOUS FORMS OF CORRESPONDENCE, FOCUSING ON MAXIMUM ACCURACY AND DISTRIBUTING THEM TO THE APPROPRIATE PERSONNEL OR AGENCIES. SHE PARTICIPATES IN EDUCATIONAL WORKSHOPS AND TRAINING RELATED TO RELEVANT SYSTEMS TO MAINTAIN HER PROFESSIONAL AND TECHNICAL KNOWLEDGE. SHE ENSURES THAT ALL NECESSARY FORMS ARE READILY AVAILABLE AND ADEQUATELY COPIED WHILE ATTENDING ALL SCHEDULED MEETINGS AS REQUESTED BY THE DIRECTOR.

IN ADDITION, MS. PADILLA DEMONSTRATES EXPERTISE IN EXPLAINING THE ENROLLMENT PROCESSES TO THE COMMUNITY AND PROVIDING EXEMPLARY CUSTOMER SERVICE VIA TELEPHONE AND IN PERSON. SHE CONTRIBUTES TO TEAM EFFORTS BY ACHIEVING RELATED RESULTS AS NECESSARY AND CONSISTENTLY MAINTAINS THE CONFIDENTIALITY OF ALL SENSITIVE INFORMATION WHILE EXECUTING OTHER ASSIGNED DUTIES.

**LOUIS "SMOKEY" NARANJO IS THE NON-MEMBER RESIDENCY PROGRAM CLERK.** HE IS A 23-YEAR-OLD RESIDENT OF SANTA CLARA PUEBLO AND HOLDS AN ASSOCIATE'S AND A DEGREE IN INFORMATION TECHNOLOGY. MR. NARANJO ENJOYS HIS ROLE IN THE OFFICE OF VITAL STATISTICS AND ENROLLMENT (OVSE) DEPARTMENT. HE OPERATES UNDER THE GENERAL SUPERVISION OF THE DIRECTOR OF THE OFFICE OF VITAL STATISTICS AND ENROLLMENT OR THEIR DESIGNER.

IN THIS POSITION, MR. NARANJO IS RESPONSIBLE FOR CLASSIFYING RECORDS AND VERIFYING NUMERICAL DATA TO ENSURE PROPER RECORDS MAINTENANCE WITHIN SYSTEMS DESIGNED TO MEET THE DEPARTMENT'S OBJECTIVES. HE IS THE PRIMARY CONTACT FOR INDIVIDUALS SEEKING INFORMATION AND SUBMITTING APPLICATIONS USING THE NON-MEMBER RESIDENCE (NMR) CODE. HIS DUTIES INCLUDE COMPARING DATA ENTERED AGAINST SOURCE DOCUMENTS, RE-ENTERING DATA IN A VERIFICATION FORMAT ON-SCREEN TO IDENTIFY ERRORS, AND READING NOTES AND INSTRUCTIONS ON SOURCE DOCUMENTS TO ENSURE ACCURACY AND COMPLETENESS IN ALIGNMENT WITH ESTABLISHED POLICIES AND PROCEDURES.

MR. NARANJO COMPILES, SORTS, AND VERIFIES DATA ACCURACY BEFORE ENTRY, DEVELOPS AND IMPLEMENTS OFFICE MANAGEMENT AND OPERATIONAL PROCEDURES, AND MAINTAINS REFERENCE FILES WHILE DRAFTING CORRESPONDENCE. HE SAFEGUARDS THE INTEGRITY OF OPERATIONS BY ENSURING THAT SENSITIVE INFORMATION REMAINS CONFIDENTIAL. ADDITIONALLY, HE COMPOSES AND DISSEMINATES MEMORANDA, REPORTS, AND VARIOUS FORMS OF CORRESPONDENCE WITH MAXIMUM ACCURACY TO THE APPROPRIATE PERSONNEL OR AGENCIES.



TO MAINTAIN PROFESSIONAL AND TECHNICAL EXPERTISE, MR. NARANJO ATTENDS EDUCATIONAL WORKSHOPS AND TRAINING SESSIONS RELATED TO RELEVANT SYSTEMS. HE MANAGES THE AVAILABILITY OF NECESSARY FORMS AND THE PRODUCTION OF IDENTIFICATION CARDS FOR NON-MEMBER RESIDENTS AND ENROLLED MEMBERS. HIS ROLE INVOLVES COLLABORATING WITH THE NON-MEMBER RESIDENCE (NMR) COMMITTEE, SCHEDULING APPOINTMENTS WITH COMMUNITY MEMBERS, AND FACILITATING MEETINGS FOR THE COMMITTEE. MR. NARANJO ATTENDS ALL MEETINGS AS REQUESTED BY THE DIRECTOR. HE IS WELL-EQUIPPED TO EXPLAIN THE NON-MEMBER RESIDENCE CODE TO THE COMMUNITY, PROVIDING EXEMPLARY CUSTOMER SERVICE VIA TELEPHONE AND IN PERSON. HE CONTRIBUTES TO TEAM EFFORTS BY ACHIEVING RELATED OBJECTIVES AND PERFORMING ADDITIONAL DUTIES AS ASSIGNED OR REQUIRED WHILE MAINTAINING THE CONFIDENTIALITY OF ALL PRIVILEGED INFORMATION.

**DIRECTOR**—MANY OF OUR ESSENTIAL DUTIES AND RESPONSIBILITIES CONSIST OF MAINTAINING DISCRETION. WE KEEP ALL RECORDS OF PERSONAL AND VALUABLE DOCUMENTS SAFE WITHIN OUR PROGENY DATABASE. THE OVSE STAFF AND I ARE ALSO RESPONSIBLE FOR MAINTAINING OUR PROGRAM'S CATALOGS OF CURRENT TRIBAL ENROLLMENT ROLLS, BASE ROLLS, AND VITAL STATISTICS DOCUMENTS AND UPDATING CURRENT AND FUTURE FORMS.

OUR OFFICE HAS WORKED DILIGENTLY TO HAND MULTIPLE NUMBERS OF PERSONAL DOCUMENTS AND FILES, WHICH WE, OUR STAFF MEMBERS, ELECTRONICALLY ENTER INTO OUR PROGENY DATABASE SYSTEM THAT ORGANIZES ALL TRIBAL MEMBER/NON-MEMBER DOCUMENTS AND CONFIDENTIAL INFORMATION. THE PROGENY DATABASE SYSTEM ALLOWS OUR STAFF TO INTERACT VIRTUALLY AND COMMUNICATE EFFECTIVELY WITH COMMUNITY MEMBERS, LAW ENFORCEMENT, TRIBAL COURT, TRIBAL LEADERSHIP, AND OUTSIDE AGENCIES REGARDING SENSITIVE, PERSONAL INFORMATION.

OUR STAFF WILL CONTINUE TO WORK HARD EACH DAY AND COLLABORATE WITH OUR COMMUNITY, WHETHER IT IS REGARDING ENROLLMENT, CENSUS, NON-MEMBER RESIDENCY, OR DAY-TO-DAY OFFICE WORK. WE ENJOY WHAT WE DO AND LOVE SEEING THE FACES OF OUR COMMUNITY WHEN THEY COME BY THE OFFICE FOR AN ID, TO RETURN AN APPLICATION, OR TO UPDATE A DOCUMENT.

FOR THOSE WHO ARE REQUESTING DOCUMENTS FROM THE OFFICE OF VITAL STATISTICS, YOU CAN CALL OUR OFFICE AND REQUEST INFORMATION USING OUR ELECTRONIC REQUEST FORM, WHICH CAN BE FILLED OUT ON YOUR COMPUTER, PHONE, OR TABLET AND SENT DIRECTLY BACK TO US ONCE APPROVED BY THE GOVERNOR; WE CAN GET YOUR REQUEST OUT. THIS IS OVSE POLICY; THE STAFF HAS TAKEN AN OATH OF CONFIDENTIALITY, AND BEFORE ANY DOCUMENTS CAN BE ISSUED TO ANYONE, THE GOVERNOR HAS TO APPROVE ITS RELEASE.

**TO UPDATE YOUR FILES, PLEASE CALL THE OFFICE OF VITAL STATISTICS AND ENROLLMENT AND INQUIRE ABOUT NECESSARY DOCUMENTATION.**

**THE GOVERNOR AND TRIBAL COUNCIL ENCOURAGE ALL ENROLLED MEMBERS TO KEEP OUR OFFICE UP TO DATE WITH THEIR CONTACT INFORMATION.**

**WE CONTINUE TO TAKE PRIDE IN WHAT WE DO EACH DAY. OUR FOCUS IS ON MAINTAINING ESSENTIAL LEVELS OF CONFIDENTIALITY AND KEEPING OUR COMMUNITIES' DOCUMENTS SAFE AND UNDISTURBED.**

## CONTACT INFORMATION

PHONE: 505-692-6325

TRACILEE GUTIERREZ, DIRECTOR / EXT: 1220

E-MAIL: [TGUTIERREZ@SANTACLARAPUEBLO.ORG](mailto:TGUTIERREZ@SANTACLARAPUEBLO.ORG)

ALLAYNE MARTINEZ, PROGRAM MANAGER / ENROLLMENT CLERK / EXT: 1342

EMAIL: [AMARTINEZ@SANTACLARAPUEBLO.ORG](mailto:AMARTINEZ@SANTACLARAPUEBLO.ORG)

CORRINE J. PADILLA DATA ENTRY TECH / ENROLLMENT CLERK II / EXT: 1245

EMAIL: [CJPADILLA@SANTACLARAPUEBLO.ORG](mailto:CJPADILLA@SANTACLARAPUEBLO.ORG)

LOUIS A. NARANJO, NON-MEMBER RESIDENCY PROGRAM CLERK / EXT: 1209

EMAIL: [LANARANJO@SANTACLARAPUEBLO.ORG](mailto:LANARANJO@SANTACLARAPUEBLO.ORG)



*Office of Vital Statistics & Enrollment*

## CALL US TO SCHEDULE YOUR APPOINTMENT!

The Santa Clara Pueblo Office of Vital Statistics & Enrollment would like to inform Enrolled Members and Non-Member Residents that the OVSE will be scheduling appointments for those individuals who have been accepted as enrolled members and Non-Member Residents. If you have a lost, damaged, or expired Tribal or Non-Member Resident Identification card, update your ID card today.

Call our office to update your documents and schedule an appointment.

### Documents needed for Identification Card

- Official certified state-issued birth certificate.
- Current Address (addresses must be updated as changes occur, and proof of residency, agreement physical address, must be provided). Current New Mexico Driver's License or Photo ID card.
- Current Contact Information (landline, cell phone, & email address).
- Adoption Documents of an enrolled member from any tribal, state, or federal jurisdiction.
- Custody documents of a minor child from any tribal, state, or federal jurisdiction.
- Name change document of an enrolled member from any tribal, state, or federal jurisdiction.
- Other pertinent information includes but is not limited to, marriage license/certificate, informal marriage (common law) registrations, divorce decrees, power of attorney statements, land records, church records, military records, High school Diplomas or GED Certificates, and/or other school or tribal records, documentation or COVID-19 vaccination card (all three vaccines)



UPON RECEIPT OF YOUR INITIAL TRIBAL OR NMR ID, PLEASE BE ADVISED THAT THERE IS A \$25.00 RENEWAL FEE IF YOU NEED TO REPLACE A LOST OR STOLEN ID.

(PLEASE RETURN YOUR OLD ID WHEN UPDATING INFO FOR THE NEW ID).

TO MAKE AN APPOINTMENT, CONTACT THE OVSE PROGRAM AT 505-692-6325.



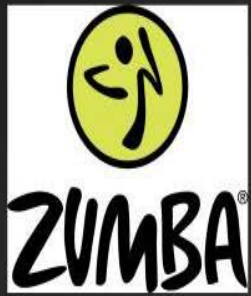
### SANTA CLARA PUEBLO OFFICE OF VITAL STATISTICS & ENROLLMENT

P.O. Box 580  
578 Kee Street  
Española, NM 87532

Monday-Friday  
8:00 am -12:00 pm  
1:00 pm -3:30 pm

Lunch:  
12:00 pm to 12:45 pm





# FAMILY WELLNESS

Family Fit & Wellness Challenge Community Event

**First Class: Feb. 6, 2025**

Every Thursday Evening

Santa Clara Pueblo Gym Floor

**6pm -7pm**

*have  
fun  
get fit  
together*

**5 week  
family fitness  
challenge**



**JOIN US!**

Hosted by:  
Santa Clara Pueblo Social Services Program  
in collaboration with Behavioral Health and  
Department of Youth & Learning





HEALING HEARTS  
PRESENTS

# Paint Night

WEDNESDAY JANUARY 22, 2025  
6:00PM TO 7:00PM  
ENIPC TRAINING ROOM

FOR MORE INFORMATION  
PLEASE CALL  
505-692-0090  
OR  
505-927-7185





The Truchas Chapter of Trout Unlimited Presents:

## TROUT ROCK!

Featuring - JJ & the Hooligans

A Benefit for the Indigenous & Hispanic Youth

Fly Fishing Camp



### Tumbleroot Brewery

2791 Agua Fria St., Santa Fe, NM

Friday January 31st, 2025 - 7:30pm  
(Doors: 6:30pm)

Admission Price: \$15 advance |  
\$20 day of show (plus service charge)

**Ticket Link:**

<https://holdmyticket.com/event/442659t>



Raffle Tickets \$15 (in advance or at the door):

- Guide Trip – Full day trip for 1 by The Reel Life
- Guide Trip – Full day trip for 1 by the Artful Angler
- One fly box with flies by FlyingBear
- T shirts from The Uncivilized Outdoorsman LLC



Buy Raffle Tickets at <https://tu.myeventcenter.com/event/Trout-Rock-25-104964>



### ABOUT THE CAMP

The Indigenous and Hispanic Youth Fly Fishing Camp was first created in 2022 by Vidal Gonzales and strives to uplift Indigenous and Hispanic youth from underserved communities (specifically from local tribal, acequia, and land grant communities in Northern New Mexico). Since then, the camp has grown with the support of Trout Unlimited to move from a one-day outing to a multi-day camp. The camp's goal is to educate underserved youth about their cultural landscape, traditions, language, and traditional ecological knowledge through the medium of fly fishing. The camp uses the art of fly fishing to foster a community of care, to provide a healthy outlet for underserved youth, and to grow the next generation of leaders who will need to work together as our communities' face drought, climate change, and the reduction of cultural/natural resources. The camp is an all-inclusive camp with no expenses to the participating youth and strives to create a community of care. The camp brings out elders from the local communities to open with a traditional prayer and to tell stories or histories of the cultural landscape. Please donate now by purchasing tickets and a chance to win the raffle prizes!

The Dept. of Youth and Learning wants to take 5 Santa Clara students who are interested in attending this unique program.

SERVE THE EARTH AND YOUR COMMUNITY.  
BECOME A CONSERVATION LEADER.

**NYCALC**  
Native Youth Community Adaptation and Leadership Congress

JUNE 21-JUNE 26, 2025

### WHAT IS NYCALC?

NYCALC works to build student confidence in their cultural identity as they learn about Indigenous traditions and climate concerns across the United States and territories. This week-long Congress engages students as they develop conservation leadership skills and build on their knowledge and abilities to build climate resiliency in their communities.



### APPLICATIONS OPEN

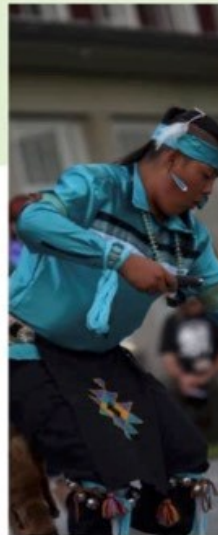
DECEMBER 1, 2024-  
FEBRUARY 28, 2025



### WHO CAN APPLY?

Groups of 3 to 5 Indigenous rising high-school seniors\*, accompanied by one mentor, from federally recognized tribes in the United States and territories.

*\*Sophomores and Juniors will be considered on a case-by-case basis*



### WHERE IS NYCALC?

National  
Conservation  
Training Center,  
Shepherdstown,  
West Virginia

Travel, lodging, and  
meals provided.



Visit us at <http://nycalc.org/> for more information and to apply!

If you are interested please email Nicole Swentzell, Deputy Director at DYLA as soon as possible at [nsswentzell@santaclarapueblo.org](mailto:nsswentzell@santaclarapueblo.org)



# SOUTHWEST COLLEGE TOUR

March 24th - 28th, 2025



The Department of Youth and Learning is sponsoring a weeklong college tour for Santa Clara Students grades 9th-12th only.

The purpose of this trip is give students the opportunity to visit schools and get them excited about higher education.

If interested, please submit a letter of interest by February 15th, 2025. While this is offered at no cost to the student, we will only accept 20 students for this trip.

## TO SIGN UP

- Please submit a letter of interest explaining what you hope to gain from this tour as well as your goals in higher education.
- Submit letter to Nicole Swentzell, Deputy Director at DYL at [nsswentzell@santaclarapueblo.org](mailto:nsswentzell@santaclarapueblo.org).
- Please note that the student will be missing a week of school.

## TENTATIVE ITINERARY

### DAY ONE

- Travel to Fort Lewis College
- Tour Campus
- Check into hotel and dinner

### DAY TWO

- Travel to Northern Arizona University
- Tour NAU then travel to Tempe
- Check into hotel and dinner

### DAY THREE

- Tour ASU then travel to Tucson
- Tour University of Arizona
- Check into hotel and dinner

### DAY FOUR

- Travel to Las Cruces
- Tour NMSU
- Check in to hotel and dinner

### DAY FIVE

- Travel to Albuquerque
- Tour of University of New Mexico
- Return to Santa Clara Pueblo

- King Range National Conservation Area•
- Shelter Cove Arts & Recreation Foundation•
- Friends of the Lost Coast•

*Present*

Spring 2025

# Artist in Residence

4/21 to 5/19

A unique opportunity for an artist to experience a month's stay on California's remote Lost Coast, connecting with the local community and creating artwork that reflects the appreciation and awareness of public lands on California's Lost Coast.

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**For Program Details and Application:**

[www.sheltercoveartsrecreation.com](http://www.sheltercoveartsrecreation.com)

[www.blm.gov/get-involved/artist-in-residence](http://www.blm.gov/get-involved/artist-in-residence)

**Application Deadline:**

Friday 3/7/25

Submit to the BLM King Range NCA

Sandy Miles (707) 986-5415

[smiles@blm.gov](mailto:smiles@blm.gov)







# Eight Northern Indian Pueblo Council CAREER OPPORTUNITIES

## **WHY JOIN THE ENIPC, INC FAMILY?**

All Full-Time Employees Medical, Dental, Vision and Life Insurance Premiums are PAID!  
Clinician Benefits Package: Licensure reimbursement , CEU allowance, Student loan Repayment (If qualified)  
Employer Match 401K (up to 4%), Paid Time Off and Much More!

## **Current openings:**

- Behavioral Health Technician—ENIPC BHS (New Moon Lodge)/Ohkay Owingeh (**Part Time**)
- Behavioral Health Technician Shift Supervisor—ENIPC BHS (New Moon Lodge)/Ohkay Owingeh (**Full Time**)
- Child/Adolescent Therapist—ENIPC Behavioral Health Services/Ohkay Owingeh (**Full Time—Hybrid Work Schedule**)
- Civil Legal Attorney (CONTRACTED) - PeaceKeepers/Espanola (**Part Time**)
- Clinical Supervisor—ENIPC Behavioral Health Services/Ohkay Owingeh (**Full Time—Hybrid Work Schedule**)
- Clinical Supervisor—ENIPC BHS (New Moon Lodge, Residential)/Ohkay Owingeh (**Full Time**)
- Cook—Senior Center/Nambe Pueblo (**Full Time**)
- Cook—Senior Center/San Ildefonso Pueblo (**Full Time**)
- Director of Financial Operations—Administration/Ohkay Owingeh (**Full Time**)
- Therapist (Outpatient)—ENIPC Behavioral Health Services/Ohkay Owingeh (**Full Time—Hybrid Work Schedule**)
- Therapist (Outpatient) - ENIPC Behavioral Health Services/Albuquerque (**Full Time—Hybrid Work Schedule**)
- Therapist (Residential) - ENIPC Behavioral Health Services/Ohkay Owingeh (**Full Time**)
- Warehouse Aide—Food Distribution/Nambe (**Full Time**)



To access our application and to view job summary  
please visit: [www.enipc.org](http://www.enipc.org) and click on *Human Resources*

*ENIPC, Inc. ensures Native American Preference!*

Submit applications to:

**Krystal Martinez/Director of Human Resources**

**[kmartinez@enipc.org](mailto:kmartinez@enipc.org)**

**505-753-6998 (FAX)**

**Or call 505-747-1593 ext. 110 for more information**

Updated 01/14/2025



HUMAN RESOURCES DEPARTMENT  
SANTA CLARA PUEBLO TRIBAL ADMINISTRATION  
578 Kee Street, Espanola, New Mexico 87532  
Phone: (505) 692-6280 Fax: (505) 747-2748

**CONTRACT EMPLOYMENT**  
**OPPORTUNITIES**

**Special Projects**

- (1) Lead Irrigation Worker  
\$18.00 per hour
- (5) Irrigation Laborers  
\$17.00 per hour

Positions not to exceed 6 weeks (240 hours)

**CLOSING DATE: Open until filled**

***ALL APPLICATIONS MUST BE COMPLETED THOROUGHLY AND SUBMITTED TO THE SPECIAL PROJECTS OFFICE.***

***SHOULD YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT THE SPECIAL PROJECTS OFFICE AT (505) 692-6309.***

**WHEN IT'S COLD,  
BRING PETS INDOORS.**







**Slots**

- Service Specialist\*\*
- Slot Tech\*\*
- Shift Supervisor\*\*
- Slot Tech Supervisor\*\*
- Slot Tech Mgr.\*\*
- Slot Systems Administrator\*\*

**Player Services**

- Main Banker\*\*
- Non-Gaming Main Banker\*
- Player Services Representative\*\*
- Player Services Supervisor\*\*

**Food & Beverage**

- Host/Hostess\*
- Server\*
- Bartender/Server\*
- Grab & Go Attendant\*
- Busser\*
- Line Cook

**Marketing**

- Marketing Coordinator\*\*

**Count Team**

- Team Member\*\*

**Hotel**

- Guest Service Agent\*

**Golf**

No Current Openings

**Executive**

- CFO\*\*
- Internal Auditor\*\*

**Compliance**

**IT -On Site**

- Network Administrator\*\*
- Generalist\*\*
- Tier I Tech Support\*\*

**Finance**

- Revenue auditor\*\*
- Staff Accountant\*\*

**Economic**

**Development**

- Economic Development Manager\*\*

**Surveillance**

- Surveillance Agent I\*\*
- Surveillance Agent II/Tech\*\*

**HR**

- HR Specialist\*\*

**Maintenance**

- Facilities Maintenance Engineer\*
- HVAC Tech

**Construction**

- Superintendent\*
- Field Technician\*
- Project Manager\*
- Estimator\*
- Project Engineer\*

**EVS (Housekeeping)**

- Casino Graveyard Associate\*
- Hotel Associate\*
- Casino Associate\*

**Retail**

Retail Associate\*



**Fat Burger**

No Current Openings

**16+\***

**18+\***

**21+\***

**Gaming License Required\***

To apply, please visit our career listings at [www.santaclaran.com/careers](http://www.santaclaran.com/careers) or visit the Human Resources Office. For more information, you may contact.



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## **EMPLOYMENT OPPORTUNITIES**

Updated: 1/13/2025

### **Adult Day Care**

(1) Caregiver

### **Behavioral Health**

(1) Behavioral Health Clinician

### **CHR**

(1) Community Health Planner  
(1) Administrative Assistant

### **Department of Youth & Learning**

(1) Recreation Specialist  
(1) College Intern-Temporary

### **Environmental**

(1) DOE LAPP Coordinator

### **Forestry**

(1) Administrative Assistant  
(1) Forest Development Tech Intern  
(1) Forestry Technicians  
(1) Heavy Equipment Supervisor  
(1) RTRL Crew Lead

### **Head Start**

(1) Head Start Director  
(1) Family Services/ERSEA Coordinator  
(1) Head Start Teacher  
(1) Head Cook

### **Human Resources**

(1) HR Generalist

### **Law Enforcement**

(1) Police Officer-Certified  
(1) Conservation Officer-Non-certified-"Preference will be given to qualified male candidates who are members of a recognized tribe".  
(2) Conservation Officers-Certified-"Preference will be given to qualified male candidates who are members of a recognized tribe".

### **Rights Protection**

(1) Director  
(1) Budget Analyst

### **Sanitation**

(1) Waste Collector  
(1) Plumber  
(1) Laborer-Part-time  
(1) Maintenance Specialist

### **Self-Governance**

(1) Farm Tractor Operator

### **Social Services**

(2) Tribal Social Caseworker

### **Transportation**

(1) Transportation Planner  
(1) Budget Analyst

### **Tribal Administrators**

(1) Office Manager

### **Tribal Courts**

(1) Court Monitor  
(1) Traffic Court Clerk/Tribal Court Clerk

### **Vital Statistics**

(1) Program Assistant

### **Position Requirements:**

- Must be able to successfully pass a Background Check
- Must not have any DUI's/DWI's convictions within the last five years from any Tribal, State or Federal Court
- Must have a valid New Mexico Driver's License and be insurable through the Tribe's insurance carrier

### **PREFERENCE**

*Tribal member/Native American preference shall apply to all positions at the Santa Clara Pueblo Tribal Administration  
Santa Clara Pueblo Tribal Administration is a drug/alcohol free workplace*

**All applicants must meet the minimum required qualifications for the position.**

**All positions are open until filled**

For a copy of the position descriptions, or more information please contact the Santa Clara Tribal Administration's Human Resources Department email: [jobs@santaclarapueblo.org](mailto:jobs@santaclarapueblo.org)

or call (505) 692-6280

**ALL APPLICATIONS MUST BE COMPLETED THOROUGHLY AND SUBMITTED TO THE HUMAN RESOURCES OFFICE**

**All positions are open until filled**