

UNM Rainforest Innovations
Job Description
City of Santa Fe Tribal Liaison (Part-time Contract Position)
1 part-time position available

Position Summary

The Tribal Liaison will connect locally with entrepreneurs and aspiring entrepreneurs in the City of Santa Fe and surrounding communities to understand their needs and barriers and then assist these individuals in moving forward with starting a business whether by providing entrepreneurial training (one-on-one mentoring, webinars, etc.) or connecting them to the right resources them to help them take the next step.

Duties and Responsibilities

- The tribal liaison will help identify barriers and seek solutions to the barriers of entrepreneurs by connecting them to existing resources that the entrepreneur may not be aware of in the City of Santa Fe and/or state entrepreneurial ecosystem. At the same time, Liaisons will conduct assessments (one-on-one interviews) of what the needs are – entrepreneurial barriers, support they need, what are the gaps, what are the entrepreneurial aspirations, etc.
- Liaisons will support the development of strategy efforts for entrepreneurial training and advancement based on extensive engagement from the community through listening to the needs of entrepreneurs and communities and then connecting them to the answers and resources to help them move forward.
- Liaisons will facilitate the reimagining of entrepreneurship in tribes and for the City of Santa Fe based on roots through the reemergence of skill sets already there (such as artisans). This portion of the program would be done in partnership with community partners.
- Liaisons will support engagement and empowerment through developing promotion materials that provide storytelling from current Native American entrepreneurs and innovators thus tying the Native American history to the present and encouraging aspiring entrepreneurs to start.
- Liaisons will report outcome and efforts to the NM Tribal Entrepreneurship Program Manager and the City of Santa Fe Economic Development Department.
- Liaisons will serve as navigators, dedicated mentors, and connection points for entrepreneurs in the tribal communities in the City of Santa Fe and surrounding communities within Santa Fe County.

Qualifications

- Knowledge of art, culture, and heritage of New Mexico Tribes, Pueblos and Nations
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- High school diploma or GED; at least 6 years of experience directly related to the duties and responsibilities specified. Graduation from an accredited college or university with a Bachelor's Degree preferred.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

Expected Duration

12 months (with possible renewal), approximately 12-15 hours per week

Please email your resume and letter of interest to Cecilia Becenti at cpacheco@innovations.unm.edu if interested in applying for the position.