



**PUEBLO OF LAGUNA  
DEPARTMENT OF EDUCATION**

P.O. Box 207  
Laguna, New Mexico 87026  
(505) 552-6008

**Vacancy Ann.: #30-2025**

**Opening Date:** October 31, 2025  
**Closing Date:** Open Until Filled  
**Position Title:** Multi-Media Coordinator – OLL (Office of Laguna Learning)  
**Salary:** \$45,405 - \$55,295; DOE

**DESCRIPTION OF WORK:**

Under direct supervision of the program manager for the Office of Laguna Learning, the Multimedia designer will develop and publish website content based on the Education Strategic Goals. The Multimedia designer will collaborate with members of the tribe, team, language teachers, and other departments as necessary to plan and develop website wireframe, styles, and layout. Furthermore, the multimedia designer will be responsible for the development of visual and audio materials. Including but not limited to management of audio/film editing, digitizing media formats to bring up to date, and digital storage of any media for historical purposes and copy right.

**MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:**

Associates Degree preferred or 3-5 years equivalent experience in graphic designing, multimedia portfolio of illustrations or other graphics, familiarity with design software and technologies, keen eye for aesthetics and details, excellent communication skills and ability to work methodically and meet deadlines.

**OTHER REQUIREMENTS:**

**\*\*Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.**

**APPLICATION INSTRUCTIONS:**

Visit our website at [www.lagunaed.net](http://www.lagunaed.net); click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to [humanresources@lagunaed.net](mailto:humanresources@lagunaed.net):
  - LDoE Application – located on the LDoE website
  - Letter of Intent/Cover Letter
  - Resume
  - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*



# LAGUNA

## DEPARTMENT OF EDUCATION

### **Job Description**

**Job Title:** Multi-media Coordinator-Office of Laguna Learning  
**Department:** Office of Laguna Learning  
**Reports To:** Program Manager  
**FLSA Status:** Exempt – Year Long  
**FTE:** 1  
**Pay Range:** \$45,405 - \$55,295

### **POSITION SUMMARY:**

Under direct supervision of the program manager for the Office of Laguna Learning, the Multimedia designer will develop and publish website content based on the Education Strategic Goals. The Multimedia designer will collaborate with members of the tribe, team, language teachers, and other departments as necessary to plan and develop website wireframe, styles, and layout. Furthermore, the multimedia designer will be responsible for the development of visual and audio materials. Including but not limited to management of audio/film editing, digitizing media formats to bring up to date, and digital storage of any media for historical purposes and copy right.

### **RESPONSIBILITIES:**

- Develop, implement and maintain Native Language strategies to document instructional materials, archive and design graphic designs across all multimedia online platforms.
- Create video and visual instructional content for the Native Language programming.
- Design and edit video, content creation, instructional materials, photos, visual storytelling booklets, textbooks and social media content.
- Plan and collaborate with Native Language teachers to prepare instructional content to align with teaching strategies.
- Assist the team members to design transform Native Language teaching concepts into visual executions, including but not limited to visual, updates, print product, and student event materials.
- Collaborate with Teachers and Program Manager to brainstorm and develop creative and instructional concepts that align with objectives and cultural relevant objectives.
- Ensure that all projects are executed with consistency in quality and adherence to timelines and tribal protocols and traditions.
- Create graphic designs, visual communications or a related content for program.
- Work within Adobe Creative Suite, canva and other digital platforms to align with graphic design principles, print production and copy right requirements.
- Assist Native Language teachers with recording and verbal instruction to transfer to online format
- Prepare print designs, student materials and instructional.
- Prioritize and manage work streams to meet critical timelines.
- Develop programming projects and curriculum materials from start to finish.
- Provide tech assist to record storytelling.
- Producing engaging content that adheres consistently to programming initiatives and objectives.
- Organize materials, content and prepare presentations for reporting to tribe, board and grantor.
- Perform other duties as assigned.

**EDUCATION AND EXPERIENCE:**

Associates Degree preferred or 3-5 years equivalent experience in graphic designing, multimedia portfolio of illustrations or other graphics, familiarity with design software and technologies, keen eye for aesthetics and details, excellent communication skills and ability to work methodically and meet deadlines

**COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS:**

Demonstrated proficiency in the use of computers, word-processing, spreadsheet and database software.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid and current New Mexico Driver's License.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will work in an office environment and in close quarters with other staff. May occasionally travel to other sites that are not wheelchair accessible. The noise level in the work environment is moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

***This document does not create an employment contract, implied or otherwise, other than an "at will" relationship***