



NICWA

National Indian Child Welfare Association
Protecting Our Children • Preserving Our Culture

POSITION ANNOUNCEMENT: TRAINING MANAGER

The National Indian Child Welfare Association (NICWA) is dedicated to the well-being of American Indian and Alaska Native children and families. We believe every Native child must have access to community-based, culturally appropriate services that help them grow up safe, healthy, and spiritually strong—free from abuse, neglect, sexual exploitation, and the damaging effects of substance abuse.

NICWA is a private, nonprofit, membership organization founded in 1983 and based in Portland, Oregon. Our support comes from tribes, individuals—both Native and non-Native—and private organizations from around the United States concerned with Native child and family issues. Together, our partners, board, and staff work to protect Native children and keep them connected to their family, community, and culture. Our events and training team plans and executes our annual conference, coordinates community-based trainings, and oversees curriculum and our online courses. Our next training manager will be responsible for ensuring that current, relevant, and accessible training curricula and information related to the health and well-being of Native children, families, and communities is made available to Native communities and tribal programs so they can provide effective services to Native children and families.

The Opportunity

We are a culturally based organization with a focus on leading our work with Indigenous values. Our training manager will work under the direct supervision of our director of events and training and will lead regional and virtual training institutes, including the budget process and virtual support; assist the team in the planning and execution of the annual Protecting Our Children conference; coordinate marketing, site coordination, and outreach for community-based trainings; and ensure the sound management of the fee-for-service and training institute cost center budgets and resources.

We are a well-regarded national organization with strong leadership, deep roots locally in the Pacific Northwest, and strong relationships with local tribal communities as well as tribes nationwide. We have an engaged board of directors who help shape our work and carry out our organizational fundraising goals. We have a highly collaborative workplace. The way we do our work is just as important to us as the quality and outcomes of our work, and we invest in our employees and our organizational culture.

Candidate Profile

NICWA seeks a detail-oriented, thorough individual who is passionate about the well-being of American Indian and Alaska Native children and families and hopes to use their excellent communication skills to contribute to our mission. This position will be ideal for someone who has experience working with Native communities and is comfortable with public speaking, both virtually and in-person. The ideal candidate will have a passion for interacting with community members, constituents, and colleagues and

will have strong marketing skills and experience. An ability to navigate new project management and event software is strongly preferred. This is a full-time position with an excellent cafeteria-style benefits package. NICWA staff are currently working from home because of the COVID-19 pandemic, so this position will start remotely and then join us when we return to office in September of 2021.

Key Skills, Attributes, and Areas of Expertise

- **Excellent Customer Service** - The training manager will interact with a variety of constituents such as tribes, members, presenters, and diverse communities.
- **Expertise with Technology** - The training manager will need to be tech savvy and will use a variety of software programs, such as Zoom, Microsoft, Constant Contact, and Cvent, as well as learning management systems and App creation software.
- **Strong Organizational Skills** - The training manager will manage concurrent projects such as training institutes, community-based trainings, and elements of our annual conference.
- **Marketing Experience** - The training manager will help tribes, organizations, and communities determine the types of trainings and curricula needed.

Qualifications

- Bachelor's degree in social work, social services, business management, education, human resources, or related field or combination of experience
- Four years relevant work experience required
- Ability to learn new software programs and technology easily
- Detail oriented and well organized
- The ability to handle competing priorities in a fast-paced environment
- High degree of technological proficiency, including Microsoft Office
- Excellent interpersonal, communication (including listening, writing, speaking), customer service, and time management skills essential
- Knowledge of Native culture and ability to build and maintain strong relationships

NICWA is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, sex, disability, veteran, or any protected status. If you are interested in the position, but do not meet all of the qualifications, please feel free to apply and explain concerns in your cover letter. We want to hear from you!

To Apply

Complete application materials include: a cover letter, resume, and NICWA's employment application (which can be found at <https://www.nicwa.org/employment/>). Please submit completed application materials to nstewart@nicwa.org by August 9, 2021.

Paper application materials may be mailed to:

NICWA
Human Resources Department
5100 S Macadam Avenue, Suite 300
Portland, OR 97239