



NICWA

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

POSITION ANNOUNCEMENT: EVENTS AND TRAINING PROJECT COORDINATOR

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 nonprofit, membership organization founded in 1983 and located 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 team plans and executes our annual conference, community-based activities, virtual and in-person trainings as well as oversees curriculum sales and our online training courses. Our events and training project coordinator will be responsible for the logistical and administrative support of the largest national convening of Native child welfare advocates, NICWA's Protecting Our Children conference. NICWA's annual conference brings together diverse and influential stakeholders and offers rich programming on best practices, advocacy, and research in child welfare by fifty presenters to over 1,200 attendees each year. Our events and training project coordinator provides administrative support for all training aspects including scheduling meetings, trainings, and conference planning. The position supports the well-being of Native children, families, and communities by offering excellent customer service and managing projects using project management system and tools such as Smartsheet and Cvent.

The Opportunity

We are a culturally based organization with a focus on leading our work with Indigenous values. Under the supervision of the deputy director, the events and training manager project coordinator will support the annual Protecting Our Children conference by managing payments in our event software, providing registration support to community members, writing social media plans and marketing emails, scheduling travel for employees and consultants, scheduling internal and external meetings, and proofreading materials. This year's annual conference will take place in Reno, Nevada. The candidate will have the opportunity to train with the project coordinator support team and onboard with the deputy director.

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 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 highly motivated individual who is passionate about the well-being of American Indian and Alaska Native children and families and hopes to use their excellent administrative support skills and project management skills to contribute to our mission, facilitating training opportunities for frontline tribal social service workers. This position is ideal for a candidate with a strong eye for detail, tech savviness, marketing experience, and the ability to manage multiple projects simultaneously. Organizational skills and excellent time management skills are imperative for success in the role. This is a full-time position, with an excellent cafeteria-style benefits package. This position will work from home on Mondays and Fridays and report to our Portland, Oregon office Tuesday-Thursday.

Key Skills, Attributes, and Areas of Expertise

- **Excellent Organization Skills-** The ability to keep up with deadlines, follow-up tasks, and daily work independently is extremely important to the role.
- **Ability to Learn New Software-** Using NICWA's detailed onboarding plan, the events and training project coordinator will collaborate with multiple teams. The role will be a great fit for a candidate that is able to learn new software independently or through the use of tutorial videos.
- **Strong Organizational Skills -** The project coordinator will work on concurrent projects and deadlines. Strong organizational skills and adherence to deadlines will be beneficial to the role.

Qualifications

- Associate's degree or vocational/technical school degree required
- One to three years relevant work experience related to the essential functions
- Demonstrated experience in budget creation and management
- Demonstrated knowledge, experience, and ability to manage projects, using skills and tools to organize project work involving competing deadlines and to balance internal and external demands
- Excellent interpersonal, communication (including listening, writing, speaking), customer service, and time management skills essential


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>. Application is open until filled. The first round of reviews will take place January 16, 2023. Please submit completed application materials to Mariah Garcia at mgarcia@nicwa.org.

Paper application materials may be mailed to:

NICWA
Human Resources Department



5100 S Macadam Avenue, Suite 300
Portland, OR 97239