# NATIONAL INDIAN CHILD WELFARE ASSOCIATION

## Job Description Community Development and Research Specialist

<table>
<thead>
<tr>
<th>Position Title: Community Development and Research Specialist</th>
<th>FLSA Status: Exempt, Salaried</th>
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<tbody>
<tr>
<td>Supervisor: Child Welfare Director</td>
<td>Classification: Regular, Full-time</td>
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<tr>
<td>Department: Program</td>
<td>Location: Portland, Oregon</td>
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<td>Salary: $59,183-$69,219</td>
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### Position Summary:

The community development and research specialist for the National Indian Child Welfare Association (NICWA) works to further the organization’s work related to community development, or place-based systems change projects, and community-based participatory research. This position is responsible for mobilizing and assisting tribal and urban Indian communities and their allies to respond to the needs of American Indian/Alaska Native children and families. This includes efforts to improve services to tribal communities through training, technical assistance, and evaluation or research that supports effective, culturally based services for the well-being of Native children and families. The community development and research specialist will be part of a team of NICWA staff that develops and conducts evaluation of the strengths and gaps of child welfare programs that serve Native children and families as well as supports an ongoing study of the *Positive Indian Parenting* curriculum, including working directly with families and communities involved in the study, and supporting other data needs of NICWA program staff. The position will work remotely on Monday, Thursday, and Friday, and report to our Portland, Oregon office Tuesday-Wednesday.

### Primary Responsibilities:

- Participates in the development, planning, delivery, and evaluation of child welfare training and technical assistance to NICWA’s tribal constituents and partners
- Facilitates outreach and feedback opportunities to strategically engage members in NICWA’s program and advocacy work
- Develops evaluation plans and data collection tools/resources to support NICWA community development and government affairs work, with support from the research director
- Provides *Positive Indian Parenting* training to families enrolled in the curriculum effectiveness study and serves as liaison to communities and research participants
- Coordination of logistics with research community partners

### Essential Functions:

- Effectively uses NICWA frameworks, values, and tools to assess, identify needs, and provide effective technical assistance and training to service providers and leaders to meet the needs of Native children and families
- Plans and delivers accurate, timely, and effective consultation, coaching, technical assistance, or training in response to requests from the field on child welfare and related supportive services
- Supports, builds, and maintains relationships with tribal and urban Indian communities and partners; facilitates dialogue and capacity building in tribal communities through emails, phone calls, video meetings, or onsite visits; helps create opportunities for peer-to-peer networking, connecting, or sharing of tribal best practices
- Creates and disseminates written materials or information for tribal and non-tribal partners, constituents, advocates, and NICWA board members such as resource guides, best practice tools, newsletter articles, and research findings and implications

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- Develops presentations, curriculum, trainings, and workshops on the topics of child welfare, NICWA research findings and implications, and related support services
- Responds to requests for information from constituents, child welfare professionals, students, researchers, attorneys, and others seeking resources and information on the requirements and implementation of ICWA and child welfare related questions concerning services to Native children and families with professional social work support and compassion
- As a member of the program department, coordinates with program staff to contribute to multiple projects and to highlight programmatic work that benefits members
- Serves as a resource to the program department and NICWA allies, and tribal communities by facilitating and nurturing a robust member network
- Facilitates opportunities using multiple vehicles to listen to members on an ongoing basis to learn about their evolving needs
- Delivers Positive Indian Parenting virtual training for up to four families per week.
- Works with research partners and collaborating communities to create project timelines, schedule visits, and complete logistics

**Additional Responsibilities:**
- Performs other duties and assignments as directed.
- Participates in NICWA activities and teams as required.

**Supervision:**
This position works under the direct supervision of the child welfare director. This position has no supervisory responsibilities.

**Standards of Conduct:**
- Models ethics, integrity, and accountability
- Exercises sound judgement
- Adheres to accuracy and quality standards
- Contributes to NICWA’s learning community
- Manages workload effectively
- Manages adversity
- Develops strategic perspectives
- Displays professional effectiveness
- Promotes NICWA’s mission, vision, philosophy, and goals
- Builds organizational knowledge
- Maintains constituent focus and builds constituent knowledge
- Champions change
- Builds relationships
- Communicates effectively and powerfully
- Fosters collaboration and teamwork
- Inspires and motivates others to high performance
- Abides by NICWA policies, procedures, and organizational structure

**Qualifications:**
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- Master's degree (preferred) or bachelor's degree in social services or related human services field (e.g., Masters of Public Health (MPH))
- Work, practicum, or internship experience related to serving individuals and programmatic or advocacy activities
- Strong knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, and tribal government structures
- Knowledge and experience of community engagement best practices
- 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
- Demonstrated knowledge, experience, and ability to communicate through oral presentations in settings at the national, regional, and community level, as well as in tribal settings, to different types of audiences in an effective and timely manner
- Excellent interpersonal, communication (including listening, writing, speaking), customer service, and time management skills essential
- Demonstrated knowledge, experience, and ability to actively cooperate in a team environment, both in leadership and peer relations, and motivate others to do the same
- Proficiency with operating a variety of office equipment and computer hardware/software applications, specifically Microsoft Office products, is required
- Possesses strong proofreading and grammatical skills with attention to detail
- Ability to analyze and problem-solve

Travel Requirements:
Ability to travel up to approximately 25% of the work year

Working Environment:
This role operates in an office environment, and routine uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands:
Frequently involves sitting or standing for long periods of time. May require the ability to lift laptops, files, open filing cabinets, walking, bending, stooping, or reaching. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation.

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as exhaustive; duties, responsibilities and activities may change with or without notice.

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.

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/). The position will remain open until filled. Please submit completed application materials to Deputy Director Lindsay Early at lindsay@nicwa.org by July 16, 2023.

Paper application materials may be mailed to:
NICWA
Human Resources Department
5100 S Macadam Avenue, Suite 300
Portland, OR 97239