

## NATIONAL INDIAN CHILD WELFARE ASSOCIATION

### Job Description Events and Training Project Coordinator

**Position Title:** Events and Training Project  
Coordinator

**Supervisor:** Training Manager

**Salary:** \$50,252- \$56,795

**Department:** Program

**FLSA Status:** Non-Exempt, Hourly

**Classification:** Full-time

**Location:** Portland, Oregon

#### **Position Summary:**

The primary purpose of the project coordinator for events and training at the National Indian Child Welfare Association (NICWA) is to provide support to the events and training team with tasks related to annual conference, community-based trainings, and regional training institutes. The project coordinator will respond to community members via email and phone and will help with data entry through a variety of software. This position will work remotely Monday, Thursday, and Friday and will report to our Portland, Oregon office Tuesday-Wednesday.

#### **Primary Responsibilities:**

- Supports events and training team through data entry and email inbox management
- Provides administrative support functions and back-up to the coordinator team and events team
- Coordinates meeting, training, and conference planning
- Provides excellent customer service and support
- Provides departmental project and administrative support through professional communication and customer service

#### **Essential Functions:**

- Performs general administrative and secretarial functions, such as word processing, disseminating materials, setting up conference and video calls, broadcast faxing and/or emailing, photocopying, filing, and scanning with accuracy in a professional and timely manner and provides backup support for other coordinator staff
- Makes travel arrangements for consultants, presenters, grantee staff, NICWA staff or others, such as constituents, ensuring to the best of their ability that the traveler encounters little or no problem in getting to and from the assignment and that transportation fares and other travel costs are purchased to the best advantage of NICWA
- Communication and customer service, including participation on various internal teams, including publications team and annual conference team
- Ensures accuracy of documents processed through support services, including all documents issued for public review, in a professional and timely manner
- Provides routine updates on current workload and other activity to the immediate supervisor as well as gives progress reports on assigned projects to the NICWA staff whom they support
- Sets up online conference registrations and maintains registration by inputting participants in database, pulling relevant reports, and providing onsite support for registration desk
- Provides clear communication and customer service, assisting the team with answering calls and emails pertaining to annual conference and other trainings

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- Support events department with trainings and conferences including compiling event supplies, including production of nametags, registration lists, sign-in sheets, reports, mailing lists, and ordering office and shipping supplies
- Coordinates NICWA's educational materials and curricula by monitoring the online store, providing customer support for online courses, and creating packets of materials for trainings
- Maintains conference registration by inputting participants in database
- Proofs and coordinates printing and mailing of postcards, forms, mailings, and other printed/web materials

#### **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 training manager.

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:**

- Associate's degree or vocational/technical school degree required; Bachelor's degree preferred
- One to three years of relevant work experience in office administration, administrative support, executive assistant, project coordination in a social services or related field required
- Strong knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, and tribal government structures
- Knowledge of Indian Child Welfare Act and child welfare practice preferred

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- Ability to organize, manage, and complete a large number of tasks with conflicting deadlines in a timely and accurate manner using sound project management methods or tools
- Proficient in the use of Microsoft Office (Excel, Word, PowerPoint, Outlook, etc.) products and Cvent
- 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
- Excellent interpersonal, communication (including listening, writing, speaking), customer service, and time management skills essential
- 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:**

Local travel is infrequently required.

#### **Physical Demands:**

Frequently involves sedentary work: exerting up to 30 pounds of force and a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.

#### **Physical Requirements:**

Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Often requires standing and sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using legs, feet, arms, and hands. Occasionally requires stooping, which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

#### **Typical Working Environmental Conditions:**

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

#### **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.

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**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 Operations Director Lindsay Early at [lindsay@nicwa.org](mailto:lindsay@nicwa.org) by October 4, 2023.

Paper application materials may be mailed to:

NICWA

Human Resources Department

5100 S Macadam Avenue, Suite 300

Portland, OR 97239