



POSITION ANNOUNCEMENT: COMMUNICATIONS SPECIALIST

The National Indian Child Welfare Association (NICWA) supports the safety, health, and spiritual strength of Native children. Grounded in Native values, we work to keep Native children with their families and their communities.

NICWA is a nonprofit membership organization founded in 1983 and based in Portland, Oregon. Our members include Tribal Nations, individuals—both Native and non-Native—and private organizations from across the United States and Canada concerned with Native and First Nations child and family issues. Together, our board, staff, and partners work to protect Native children and keep them connected to their families, communities, and cultures.

The Opportunity

Reporting to the communications director and serving as an integral member of NICWA's executive team, the communications specialist will be responsible for supporting the development and implementation of strategic communications efforts to amplify NICWA's mission of promoting the well-being of Native children and families. This position works closely with staff across the organization to assist with developing messages for a range of written products, social media, website content, and earned media efforts. We are a culturally based organization with a focus on leading our work with Indigenous values. 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 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. This hybrid role will work remotely on Monday, Thursday, and Friday, and will report to our Portland, Oregon, office on Tuesdays and Wednesdays.

Candidate Profile

NICWA seeks a highly motivated individual who is passionate about the well-being of Native children and families. We are seeking candidates with communications experience, exceptional written and verbal communication skills, and a demonstrated ability to support communications initiatives while incorporating input from across our team. The ideal candidate will excel in creating culturally relevant and engaging content, contributing

to social media strategies and campaigns, and ensuring high editorial standards across platforms. They will join efforts in partnership with a highly collaborative team, including work on the Protect ICWA campaign, and will work independently to implement social and communications plans, gain new skills, and provide guidance and support to other staff members. This is a full-time position with an excellent cafeteria-style benefits package.

Key Skills, Attributes, and Areas of Expertise

- **Strategic Communicator** – The communications specialist will be heavily involved in the development, writing, editing, and creative repurposing of organizational products for distribution across a variety of mediums in plain language. They will implement social media strategies, ensure culturally relevant messaging, and act as a backup contact for reporters and media requests.
- **Collaborative Team Member** – The communications specialist will work collaboratively cross-departmentally to develop and implement communications strategies that align with organizational priorities.
- **Detail-Oriented** – The communications specialist will help ensure quality control of all NICWA communications, including policies, procedures, and products, ensuring adherence to high editorial standards such as the Chicago Manual of Style and NICWA conventions.

Qualifications

- Bachelor's degree in communications, Native American studies, or other related field, or have an equivalent combination of education and experience
- Four to six years of related experience which includes writing and editing projects
- Strong knowledge of Native culture and experience working with Tribal organizations or government structures preferred
- Proficiency in using social media platforms (e.g., Facebook, Instagram, LinkedIn) for professional purposes required
- Proficiency with content management systems (e.g., WordPress) and email marketing tools (e.g., Constant Contact preferred) required; experience with Adobe Creative Cloud preferred
- Proficiency with Microsoft Office Suite or related software
- Excellent organizational skills and high attention to detail
- Proven ability to work collaboratively in a team environment, demonstrating peer engagement and motivation
- Strong analytical and problem-solving skills

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 learn more about this position, organizational culture, and benefits of working for NICWA, please join our webinar entitled “Job Opportunities at NICWA” on Thursday, December 18, 2025, at 9:00 a.m. PST.

Please register here:

https://us02web.zoom.us/webinar/register/WN_vT49oCnbSqC7O18dYLmQyA#/

To Apply:

Complete application materials include: a cover letter, resume, and NICWA’s employment application, which can be found at www.nicwa.org/employment. The position will remain open until filled, with the first round of applications reviewed on January 6, 2026. Please send completed application materials to Operations Director Lindsay Early at lindsay@nicwa.org by January 5, 2026.