



NICWA

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

POSITION ANNOUNCEMENT: COMMUNICATIONS SPECIALIST

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.

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 the organization's strategic communications strategy and shaping the organization's social media presence.

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 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. This role will work from home on Mondays and Fridays, and will report to our office in Portland, Oregon on Tuesdays, Wednesdays, and Thursdays.

Candidate Profile

NICWA seeks a highly motivated individual who is passionate about the well-being of American Indian and Alaska Native children and families. We are seeking candidates who have communications experience, excel in written and verbal communication, and an ability to work in a self-directed manner while incorporating input from across our team. The ideal candidate will be able to effectively communicate complex information related to community development, training, public policy and advocacy, and research. They will be able to work in partnership with a highly collaborative team, including work on the Protect ICWA campaign and will also work independently, gaining new skills, while being comfortable asking questions and seeking help when needed. This is a full-time position with an excellent cafeteria-style benefits package.

Key Skills, Attributes, and Areas of Expertise

- **Communicator** - The communications specialist will contribute to the writing, editing, and creative repurposing of organizational products for distribution across a variety of mediums in plain language. This position will serve as a secondary contact to reporters and media requests.

- **Collaborator** - Using NICWA's shared leadership approach, the communications specialist will be an active member of a diverse, highly collaborative team.
- **Detail oriented** - The communications specialist will support quality control of all NICWA communications policies, procedures, and products.

Qualifications

- Associate's degree or vocational/technical school degree required; Bachelor's degree, preferably in communications, marketing, English, or related field
- One to three years of relevant work experience
- Knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, and tribal government structures preferred
- Knowledge of Indian Child Welfare Act and child welfare practice preferred
- Proven track record of communicating effectively to a wide range of audiences
- Familiarity of using social media platforms such as Facebook, Twitter, Instagram, and LinkedIn for professional purposes preferred
- Experience with content management systems and email deliverability applications required, WordPress and Constant Contact preferred
- Experience with Adobe Creative Cloud
- Ability to organize, manage, and complete a large number of tasks with conflicting deadlines in a timely and accurate manner using organizational project management methods or tools
- Proficient in the use of Microsoft Office (Excel, Word, PowerPoint, Outlook, etc.) products
- 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 are essential
- Proficiency with operating a variety of office equipment and computer hardware/software applications is required
- Possesses strong proofreading and grammatical skills with attention to detail
- Ability to analyze and problem-solve

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 [. The position will remain open until filled, with the first round of applications reviewed January 16, 2023. Please send completed application materials to Mariah Garcia at \[mgarcia@nicwa.org\]\(mailto:mgarcia@nicwa.org\).](#)

Paper application materials may be mailed to:

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