

NATIONAL INDIAN CHILD WELFARE ASSOCIATION

Training Manager

Position Title: Training Manager
Supervisor: Deputy Director
Department: Operations

FLSA Status: Exempt, salaried
Classification: Regular, Full-time
Location: Portland, Oregon
Salary: \$63,144- \$75,672

Position Summary:

The training manager for the National Indian Child Welfare Association (NICWA) is responsible for ensuring that current, relevant, and accessible training curricula and information related to the health and well-being of Native children, families, and communities is made available to Native communities and tribal programs so they can provide effective services to Native children and families. The training manager is responsible for the planning and management of fee-for-service events, the NICWA annual conference, and our regional and virtual training institutes. The position will work remotely on Mondays and Fridays, and report to our Portland, Oregon office Tuesday-Thursday.

Primary Responsibilities:

- Leads regional training institutes: plans all events, develops and monitors budgets, provides onsite support
- Coordinates fee-for-service marketing, site communication, and outreach
- Guides annual Protecting Our Children conference planning team through the annual conference lifecycle, including the creation of the annual workplan
- Facilitates the call for presentations process for annual conference
- Coordinates additional trainings, such as online courses, as needed

Essential Functions:

- Leads the annual Protecting Our Children conference planning team: schedules regular team meetings, coordinates meeting records, and handles team performance issues to make sure the workplan, timeline, and deliverables are met on or before deadline and that the team functions with a high level of organization and accomplishment. Includes many subtasks such as agenda book development, local planning committee formation and facilitation, and volunteer recruitment and coordination
- Supports the Protecting Our Children conference by partnering with the NICWA program department for theme development, workshop topics and presenters, and keynote speakers, ensuring that the conference content is relevant and appropriate for the intended audience, keeping in mind that participants must be able to use the information to provide effective services to Native children and communities
- Leads and ensures sound management of the fee-for-service, training institute, and annual conference cost center budgets and resources, including implementation of conference/training events in accordance with organizational goals and objectives, supplier and consultant contracts to NICWA's best advantage, and ensuring compliance with NICWA's established procedures
- Coordinates and recruits presenters and speakers for events, such as training institutes, fee-for-service activities, and meetings, with the program department and analyzes participant evaluations of workshops for use in future planning
- Authors a variety of written materials including reports, correspondence related to conference/meeting planning, and newsletter articles in a professional and timely manner, and prepares reports and other documents required by any contract
- Negotiates hotel/facility site selection, supplier, and consultant contracts to NICWA's best advantage
- Manages curriculum inventory, sales, and marketing

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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 deputy director.
This position supervises the events project coordinator.

Core competencies:

- 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:

- Bachelor's degree in social work, social services, business management, education, human resources, or related field required
- Five to seven years relevant work experience required
- Strong knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, and tribal government structures
- Has the ability to manage various projects including, but not limited to Annual Conference (call for presentations, volunteers, agenda book, local planning committee), training institutes, and fee-for-service activities
- Has the ability to analyze data of training and events and to inform decisions
- Has the ability to communicate both orally and in writing in an effective, professional, and timely manner, including publication-quality editing and authorship
- 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

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- Ability to analyze and problem-solve

Travel Requirements:

Travel is approximately 10–15% of the 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, with the first round of applications due January 16, 2023. Please send 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