



**NICWA**

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

## **POSITION ANNOUNCEMENT: TRAINING MANAGER**

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. Our events team plans and executes our annual conference, community-based activities, virtual and in-person trainings as well as oversees curriculum sales and our online training courses. Our training manager will be responsible for the annual planning and execution of the largest national convening of Native child welfare advocates, NICWA's Protecting Our Children conference. NICWA's annual conference brings together diverse and influential stakeholders and offers rich programming on best practices, advocacy, and research in child welfare by fifty presenters to over 1,200 attendees each year. The role offers the unique opportunity to serve the organization in an operations and programmatic capacity by ensuring that current, relevant, and culturally-specific training 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 Opportunity**

We are a culturally based organization with a focus on leading our work with Indigenous values. Under the supervision of the deputy director, the training manager will lead the team in the planning and execution of the annual Protecting Our Children conference; coordinate marketing, site selection, contract negotiation, programmatic selection, outreach to community; and ensure the sound management of the annual budgets and resources, the organization's largest annual source of unrestricted revenue. This year's annual conference will take place in Reno, Nevada. The candidate will have the opportunity to train with the deputy director this year, and then create a workplan independently next year.

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.

### **Candidate Profile**

NICWA seeks a highly motivated individual who is passionate about the well-being of American Indian and Alaska Native children and families and hopes to use their excellent event planning and project management skills to contribute to our mission, facilitating training opportunities for frontline tribal social service workers. This position is ideal for a candidate with strong budgeting experience, marketing experience, child welfare knowledge, and strong relationships within Indian Country. The ideal candidate will have a passion for interacting with community members and constituents and will have the ability to meet or exceed revenue goals, thus increasing organizational resources and capacity. Tech savviness is vital to the success of the role. This is a full-time position, with an excellent cafeteria-style benefits package. This position will work from home on Mondays and Fridays and report to our Portland, Oregon office Tuesday-Thursday.

### **Key Skills, Attributes, and Areas of Expertise**


- **Excellent Budget Management-** The training manager will ensure our annual conference, training institutes, community-based trainings, online store, and curriculum sales generate revenue needed to perform programmatic work to strengthen Native children and families in addition to providing mission-critical educational resources for frontline tribal social service workers.
- **Leadership Skills-** Using NICWA's shared leadership approach, the training manager will collaborate with multiple teams and supervise the events and training department.
- **Strong Organizational Skills -** The training manager will manage concurrent projects and deadlines.

### **Qualifications**

- Bachelor's degree in human services, social work, business administration, or related field required
- Five to eight years relevant work experience related to the essential functions
- Demonstrated experience in budget creation and management
- 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, skills, and experience 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, skills, and experience to actively cooperate in a team environment, both in leadership and peer relations, and motivate others to do the same

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 <https://www.nicwa.org/employment/>). The position will remain open until filled, with the first round of reviews on January 16, 2023. Please submit 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