

NATIONAL INDIAN CHILD WELFARE ASSOCIATION

Job Description Programs Project Coordinator

Position Title: Programs Project Coordinator
Supervisor: Child Welfare Director
Department: Program
Salary: \$50,246- \$57,463

FLSA Status: Non-Exempt, hourly
Classification: Regular, Full-time
Location: Portland, Oregon, work from home on Mondays & Fridays

Position Summary:

The project coordinator for programs at the National Indian Child Welfare Association (NICWA) is responsible for providing high-level administrative support to the program department and program staff as well as to the events and training team.

Primary Responsibilities:

- Manages projects using designated project management systems and tools (i.e., Excel spreadsheet, calendar, Smartsheet, CVENT, etc.)
- Coordinates meeting, training, and conference planning
- Provides departmental project and administrative support
- Provides administrative support functions and back-up to the coordinator team and supervisors for continuous improvement of NICWA's effectiveness
- Provides excellent communication and customer service

Essential Functions:

- Performs general administrative functions, such as word processing, taking meeting minutes, disseminating information and materials, setting up conference calls and video conference meetings, photocopying, filing, and scanning with accuracy in a professional and timely manner, and provides backup support for other coordinator staff
- Provides logistical and technical support for webinars and trainings
- Makes travel arrangements for NICWA staff, consultants, and presenters, ensuring to the best of their ability that the traveler has a smooth travel experience, and that transportation fares and other travel costs are purchased to the best advantage of NICWA
- Works with project managers on facility specifications, such as meeting rooms, banquet and/or catering services, and lodging, and effectively communicates with hotels/facilities and other suppliers
- Generates materials, such as name badges, handouts and/or manuals and other required supplies, ensuring they are shipped to the site ahead of time and available for use when needed
- Communication and customer service, including participation on various internal teams, including publications and annual conference teams
- Enters and updates various project data in specific databases, ensuring accurate and timely entries; assists in event and other evaluation activities by collecting evaluation forms, ensuring data is appropriately filed, entering data into necessary Excel spreadsheets, and accurately summarizing for review in a 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 project teams that they support
- Ensures accuracy of documents processed through support services, including all documents issued for public review, in a professional and timely manner

Additional Responsibilities:

- Performs other duties and assignments as directed.
- Participates in NICWA activities and teams as required.

Supervision:

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This position works under the direct supervision of the child welfare director.

This position has no supervisory responsibilities.

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:

- Associate or bachelor's degree in business management, business skills and/or secretarial services, or social services, OR two–four years of specialized and relevant work experience will substitute for degree requirement
- Strong knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, and tribal government structures
- Ability to empathize with callers who are requesting information
- 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, 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. Overnight travel outside of the area 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.

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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.

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/>). Please submit completed application materials to Operations Coordinator, Mariah Garcia at mgarcia@nicwa.org by September 2, 2022.

Paper application materials may be mailed to:
NICWA
Human Resources Department
5100 S Macadam Avenue, Suite 300
Portland, OR 97239