



**NICWA**

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

## **POSITION ANNOUNCEMENT: PROGRAM PROJECT COORDINATOR**

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 based in Portland, Oregon. Our members include 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 next program project coordinator will provide administrative and logistical support for our program team and events and training team including planning and providing logistical and technical support for meetings, trainings, and our annual conference. The program project coordinator will also order supplies, plan travel for team members, and facilitate virtual trainings for the communities we serve.

### **The Opportunity**

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.

### **Candidate Profile**

NICWA seeks a detail-oriented, strong communicator for this role. The ideal candidate is passionate about the well-being of American Indian and Alaska Native children and families and wants to use their attention to detail and ability to multi-task to provide essential support to the operations team. Our ideal candidate will have clerical experience working with a wide range of office equipment and computer software and platforms. This position will be rewarding for a tech savvy candidate that enjoys learning and using different types of events and project management software. This position will be an excellent fit for an individual who is newer to the workforce and would like to work in a nonprofit organization. The position is supervised by our director of child welfare.

The ideal candidate will have experience working in an office setting with competing deadlines and will be prepared to return to the office in Portland, Oregon in September of 2022. This position will be hybrid, working from home Monday and Friday, and in office on Tuesdays, Wednesdays, and Thursdays.

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

- **Attention to detail** - We are looking for a candidate that takes pride in producing high-quality, error free work. Attention to detail is extremely important for success in this role.
- **Effective communication** - The ability to communicate effectively through email, Microsoft Teams, and face-to-face is essential to this role. The program project coordinator will answer requests from community members regarding training and types of support the organization provides. The ability to work well across teams is important for success in this role.
- **Ability to multi-task** - The program project coordinator will be responsible for managing multiple tasks simultaneously and will be able to stay focused on daily priorities to support the department.

### **Qualifications**

- Associate degree or vocational/technical school degree required; Bachelor's degree preferred
- One to three years of work experience in office administration, human resources management, social services, human relations, or related field
- 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
- Ability to operate and train staff on a variety of software, including Cvent, Constant Contact, and Zoom.

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. Are you interested in the position, but feel as if you don't meet all qualifications? We want to hear from you! Please explain the skills you would need to be successful in the role in your cover letter.

### **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 by September 2, 2022.

Paper application materials may be mailed to:

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