



NICWA

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

POSITION ANNOUNCEMENT: DIRECTOR OF EVENTS AND TRAINING

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 and Canada 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 next director of events and training 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. In its 40th year, NICWA's annual conference brings together diverse and influential stakeholders and offers rich programming on best practices, advocacy, and research in child welfare by over 50 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, our director of events and training 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.

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. We are currently working virtually in response to the COVID-19 pandemic. This role will resume work in our office in Portland, Oregon when it is safe to do so.

Preparations and plans for our 40th Annual Protecting Our Children Conference are established. In response to the COVID-19 pandemic, this year's conference will be hybrid, with a virtual component to

increase access for participants virtually and an in-place meeting in Orlando, Florida April 3-6, 2022. The director of events and training will be expected to attend conference this year, and will have the opportunity to use their experience and skillset to expand and improve conference in the coming years.

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, technology and software skills, 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. This is a full-time position, with an excellent cafeteria-style benefits package.

Key Skills, Attributes, and Areas of Expertise

- **Excellent Budget Management-** Our director of events and training 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 director of events and training will collaborate with multiple teams and supervise the events and training department.
- **Expertise with Technology-** The director of events and training will need to be tech-savvy and will use a variety of software programs to optimize project management outcomes.
- **Strong Organizational Skills-** The director of events and training 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
- Strong knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, or tribal government structures
- At least three years of general supervisory experience
- 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:

To learn more about this position and other open positions at NICWA, candidates are invited to attend a webinar “Job Opportunities at NICWA” on February 15, 2021, at 11:00 a.m. PT. Please register here:

https://us02web.zoom.us/webinar/register/WN_M3Cwje6aSqSLak_P-ZAQ1g

After registering, you will receive a confirmation email containing information about joining the webinar.

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 Lindsay Early at lindsay@nicwa.org by February 21, 2022.

Paper application materials may be mailed to:

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

NATIONAL INDIAN CHILD WELFARE ASSOCIATION

Job Description Director of Events and Training

Position Title: Director of Events and Training
Supervisor: Deputy Director
Department: Operations

FLSA Status: Exempt, salaried
Classification: Regular, full-time
Location: Portland, Oregon
Salary: \$61,583- \$75,841

Position Summary:

The director of events and training at the National Indian Child Welfare Association (NICWA) is responsible for ensuring that training activities, community-based trainings, annual conference, and other resources related to the health and well-being of Native children, families, and communities are made available to Native communities, programs, service providers, and advocates to enhance their helping skills and improve the lives of Native children. The director of events and training has overall responsibility for the management of internal and external organizational event and training activities.

Primary Responsibilities:

- Responsible for the oversight, coordination, and planning of NICWA's virtual and in-person training and educational opportunities
- Plans and manages NICWA's annual Protecting Our Children conference, the largest national conference on American Indian/Alaska Native child advocacy and child welfare practice
- Oversight of annual conference budget, our largest unrestricted revenue generating event
- Leads the annual conference planning team, including project management and partnership with the NICWA Program Team to offer the latest developments and best practices to our constituency
- Supervises project/department staff by assisting with hiring and onboarding; setting clear performance expectations; providing appropriate feedback, coaching, and training; implementing organizational policies and procedures; preparing timely performance/introductory evaluations; and, if necessary, handling disciplinary actions
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Essential Functions:

- Directs the coordination of virtual and in-person training opportunities to continuously provide the best resources for service providers to provide effective services; explore new methodologies and vehicles to provide training effectively
- Oversees, promotes, markets, and negotiates opportunities so that high quality, timely, culturally appropriate community-based trainings, technical assistance, and online courses are made available to Indian communities, programs, workers, and other agencies
- In partnership with the Program Team, ensures the ongoing research and development of content to make all training current, relevant, and effective, including forecasting future issues and strategic planning of training and curriculum development; works to manage evaluation of training activities
- Manages curriculum inventory and sales through oversight, management and marketing of the NICWA online store
- Provides sound budget and fiscal management of departmental resources, including budget development and monitoring

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Job Description Director of Events and Training

- Negotiates hotel/facility site selection, supplier, and consultant contracts to NICWA's best advantage
- Acts as team leader of the annual Protecting Our Children conference planning team: selects appropriate team members, leads regular team meetings, coordinates meeting records, manages volunteers, 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
- Coordinates the annual Protecting Our Children conference by interfacing with the Program Team for theme, workshop topics, and plenary presenters, ensuring that the conference content is culturally appropriate, relevant, state-of-the-art, and suitable for the intended audiences
- Coordinates conference participation with local planning groups and recruits high-quality vendors and exhibitors for the annual conference exhibition hall, making sure that all available space is filled to appropriate capacity and that activities in the hall are arranged to promote exposure of exhibitors to conference participants
- Develops professional, timely, and accurate conference/meeting print materials, such as board reports, calls for presentations, agenda, evaluation forms and reports for marketing purposes; negotiates production with design, print, and mail vendors; and ensures timely mailing to achieve maximum participation
- Uses technology to enhance and improve trainings and meetings
- Supervises project/department staff by assisting with hiring and onboarding; setting clear performance expectations; providing appropriate feedback, coaching, and training; implementing organizational policies and procedures; preparing timely performance/introductory evaluations; and, if necessary, handling disciplinary actions

Additional Responsibilities:

- Perform other duties and assignments as directed
- Participate in NICWA activities and teams as required

Supervision:

- This position works under the direct supervision of deputy director
- This position provides supervisory responsibilities to the training manager and events and training 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

NATIONAL INDIAN CHILD WELFARE ASSOCIATION

Job Description Director of Events and Training

- Inspires and motivates others to high performance
- Abides by NICWA policies, procedures, and organizational structure
- Supervisors are expected to:
 - Staff effectively, utilize talent, and empower staff
 - Foster a culture of continuous improvement by offering recognition and rewards

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
- Strong knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, or tribal government structures
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- 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
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- 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
- Demonstrated knowledge, skills, and experience facilitating group discussions, meetings, and trainings
- Demonstrated knowledge, skills, and experience with various training methodologies and vehicles to provide training effectively (online courses, blended online/in-person learning formats, etc.)
- Demonstrated knowledge, experience, and ability to administer learning management systems and online courses
- Proficiency with operating a variety of office equipment and computer software applications specifically related to Microsoft Office products is required
- Ability to learn new software. Experience with software including Cvent, Constant Contact, Smartsheet, and Zoom
- Strong writing and grammatical skills with attention to detail
- 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:

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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.

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