

## NATIONAL INDIAN CHILD WELFARE ASSOCIATION

### JOB ANNOUNCEMENT

<b>Position Title:</b>	Project Coordinator	<b>Classification:</b>	Regular, Full-time, w/benefits
<b>Supervisor:</b>	Director of Events and Training	<b>Location:</b>	Portland, Oregon
<b>Salary:</b>	\$17.35–\$22.88/hr	<b>Opening date:</b>	July 17, 2018
<b>Department:</b>	Operations	<b>Closing date:</b>	August 13, 2018
<b>FLSA Status:</b>	Non-Exempt, hourly		

#### **Position Summary:**

The primary purpose of this position is to support the organization across departments, providing multiple kinds of assistance when needed. Emphasis on support for events, training, and program activities.

#### **Primary Responsibilities:**

- Support events, training, and program functions
- Provide administrative support functions and backup to the coordinator team and project leads for continuous improvement of NICWA's effectiveness
- Coordinate meeting, training, and conference planning
- Provide departmental project and administrative support through professional communication and customer service

#### **Essential Functions:**

- Perform general administrative and secretarial functions, such as word processing, disseminating materials, setting up conference calls, broadcast faxing and/or emailing, photocopying, filing, and scanning with accuracy in a professional and timely manner and provides backup support for other coordinator staff
- Make travel arrangements for consultants, presenters, grantee staff, NICWA staff or others, such as constituents, ensuring to the best of his/her ability that the traveler encounters little or no problem in getting to and from the assignment and that transportation fares and other travel costs are purchased to the best advantage of NICWA
- Communication and customer service, including participation on various internal teams, including the project coordinator and publications teams
- Ensure accuracy of documents processed through support services, including all documents issued for public review, in a professional and timely manner
- Provide routine updates on current workload and other activity to the immediate supervisor as well as gives progress reports on assigned projects to the NICWA staff whom he/she supports
- Process recommendations from project lead staff on the provision of services on a variety of contracts and projects and maintains documentation of event planning
- Manage annual conference mobile app to ensure the best quality content and user experience
- Setup online conference registration and maintain registration by inputting participants in database, pulling relevant reports, and providing onsite support for registration desk
- Prepare and provide onsite support for mobile app, volunteer app, and registration
- Support events department with trainings and conferences including compiling event supplies, including production of nametags, registration lists, sign-in sheets, reports, mailing lists, and ordering office and shipping supplies
- Coordinate NICWA's educational materials and curricula by monitoring the online store and making packets of materials for trainings
- Provide support for the online course by registering learners and helping with customer questions

#### **Additional Responsibilities:**

- Perform other duties and assignments as directed.

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- Participate in NICWA activities and teams as required.

#### **Supervision:**

This position works under the direct supervision of director of events and training.

This position has no supervisory responsibilities.

#### **Standards of Conduct:**

- 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
- Demonstrates cultural competence, treating all people including NICWA board of directors, elders, and tribal people with dignity and respect
- Fosters collaboration and teamwork
- Inspires and motivates others to high performance
- Abides by NICWA policies, procedures, and organizational structure

#### **Qualifications:**

- Associate degree, vocational/technical school degree required; Bachelor's degree preferred
- One to three years relevant work experience in office administration required i.e., administrative support, executive assistant, project coordinator in a social services or related field
- Strong knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, or tribal government structures
- Knowledge of Indian Child Welfare Act and child welfare practices preferred
- Ability to organize, manage, and complete a large number of tasks with conflicting deadlines in a timely and accurate manner using sound project management methods or tools
- Ability to empathize with callers who are requesting information
- 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; proficiency with Microsoft Office suite products required (Excel, Word, PowerPoint, Outlook, etc.)
- 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.

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#### **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.

#### **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 individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. 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 an exhaustive list of all responsibilities, duties, and skills required of all personnel so classified.

#### **TO APPLY**

Send completed application materials including a cover letter, CV/resume, completed NICWA employment application including references (available on our website at <http://www.nicwa.org/careers/> or by calling (503) 222-4044), and a copy of relevant certifications to:

National Indian Child Welfare Association  
Attn: Human Resources  
5100 SW Macadam Ave, #300  
Portland, Oregon 97239  
Email: [hr@nicwa.org](mailto:hr@nicwa.org)  
Fax: (503) 222-4007