

## **NATIONAL INDIAN CHILD WELFARE ASSOCIATION**

**POSITION TITLE:** Community Development Specialist  
**SALARY RANGE:** \$47,000-60,000 Levels II and III  
**CLASSIFICATION:** Program, regular, full-time, exempt  
**SUPERVISOR:** Senior Program Director

**RESPONSIBILITIES:** The Community Development Specialist for the National Indian Child Welfare Association is responsible for mobilizing and assisting Indian communities and programs to respond to the problems of Indian children. The following specific responsibilities must be carried out:

- Ensures that accurate, timely and effective consultation and/or training is provided to all requests for technical assistance from specific sites as well as other agencies, clients, funders, and other NICWA staff on issues such as Indian child welfare, children's mental health, child abuse and substance abuse prevention and intervention
- Ensures that the community development efforts made by this position are shaped by and responsive to the community served
- Ensures that community awareness on these issues is continuously promoted through written materials and/or public presentations

### **DUTIES**

1. Responds to requests for technical assistance and training in issues related to Indian child welfare, appropriately assesses the need, coordinates and/or provides the consultation or training, and arranges follow up activities as needed in a timely fashion
2. Arranges the consultant faculty which provides technical assistance and training, negotiates scheduling and costs, coordinates their travel or makes sure arrangements are made for them and maintains ongoing working relationship with each trainer
3. Coordinates site planning for provision of technical assistance and training and other meetings related to the project, including preparation of agenda and meeting/conference flyers and coordination of registration, presenters, evaluation process and reports
4. Assists in the design, development and implementation of project evaluations, monitors effectiveness of technical assistance and training with current project recipients and maintains evaluation records
5. Prepares reports and other documents as required by any contract
6. Authors a variety of written materials including reports, technical assistance documents, curriculum, articles, proposals, etc., in a professional and timely manner
7. Makes presentations on community development issues and child-related awareness information to conference and meeting audiences in a professional manner
8. Works with fiscal manager to develop project budgets and monitors monthly financial reports for current projects
9. Performs other duties as assigned, such as representing NICWA on various internal and external teams and committees and participates in development activities.

## QUALIFICATIONS

1. Has demonstrated knowledge of Indian child welfare, children's mental health, the Indian Child Welfare Act, and related areas
2. Has experience working in tribal communities and/or urban Indian settings
3. Has masters degree in social work or related human services field or equivalent specialized experience
4. Has strong organizational skills
5. Has strong knowledge of Indian culture, Indian and mainstream public social service systems and policy structure
6. Has strong project management skills
7. Has ability to work in a team environment, both in leadership and peer relationships
8. Has ability to meet with, solicit cooperation of and deal effectively with people at various levels, e.g., clients, program directors, tribal representatives, trainers, consultants, etc.
9. Has demonstrated use of analytical and planning skills
10. Has ability to act as a broker of services using skills such as negotiating, mediating, consensus building
11. Has strong computer skills, including MS Word and Outlook; Access and Excel helpful
12. Has demonstrated ability to communicate both orally and in writing in an effective, professional and timely manner
13. Can capably operate a variety of office equipment such as photocopier, printer, etc.
14. Able to travel approximately 50% of work year

Salary: \$47-60K/year DOE, excellent benefit package. E-mail resume, cover letter, six professional references, and salary history to Carmen Farmer: [carmen@nicwa.org](mailto:carmen@nicwa.org), fax to her at (503) 222-4007, or by mail to NICWA, 5100 SW Macadam Ave, #300, Portland, OR 97239, by **November 18, 2011**.