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JOB OPENING

Job Title: Training & Technical Assistance Coordinator - Native American Center for Excellence (NACE)
Company: Kauffman & Associates, Inc.
Location: Position based in Silver Spring, MD

Who We Are: Kauffman & Associates, Inc. (KAI) is a small- to mid-sized contractor specializing in health and human services, community and economic development, and education. Our work includes research, evaluation, communications, management support, social marketing, and related information technology. The firm's clients include federal, tribal, state, and local governments; associations; foundations; and private-sector businesses.

We are proud to have been named the nation's 30th fastest growing inner-city business by the Initiative for a Competitive Inner City and *Inc.* Magazine. With offices in Spokane, WA and Silver Spring, MD, KAI is a Native American woman-owned and a GSA Schedule contractor. For more information about KAI, visit our website at www.kauffmaninc.com.

Our Values: KAI values quality work, quality relationships, the transformational power of teamwork, dedication to professional integrity, and a genuine desire to improve the human condition through our work and relationships.

The Position: A national Training & Technical Assistance position for the Native American Center for Excellence (NACE), a federal initiative to identify and support culturally sensitive substance abuse prevention “best practices” for Indigenous communities across the U.S. The NACE Training & Technical Assistance (TTA) Coordinator will assist Tribal communities with prevention training on the strategic prevention framework planning process, including assessment, capacity building, implementation, evaluation, sustainability, cultural competency, prevention specialist certification, community coalition building, and documenting program effectiveness.

The NACE TTA Coordinator will be responsible for providing offsite and onsite technical assistance; developing and maintaining positive relationships with Tribal partners, co-workers and federal partners.

Join Our Team: The successful candidate will have a minimum of 10 years of professional experience in providing onsite and offsite TTA within the content area of behavioral health (prevention specialization is preferred) with American Indian and/or Alaska Native communities. They will be required to demonstrate the following skills:

- Highly skilled community trainer with extensive knowledge of group dynamics and effective group interventions.
- Working knowledge of American Indian / Alaska Native communities, tribal government structures and dynamics.
- Sound problem solving and judgment skills
- Flexibility, initiation, and capacity for forward thinking
- Ability to travel on a regular basis
- Intermediate level proficiency with Word, Excel, and PowerPoint

The successful fit for KAI shares our values, is “entrepreneurial” (self-starting, can-do attitude, strategic-thinking, creative) and team-oriented (coordinates with and involves KAI colleagues), is an effective manager of multiple



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tasks, possesses strong communication skills, produces results, welcomes feedback and is accountable for his/her performance, and builds and nurtures strong interpersonal relationships.

Salary and benefits: Salary is commensurate with education, skills, and experience; Medical, Dental, Life, 401k, STD, LTD, Flex benefits.

Apply: We welcome you to apply after carefully reading this job announcement. Please submit a resume and cover letter summarizing your experience and salary expectations to careers@kauffmaninc.com by **January 19, 2011**.

KAI is an Equal Opportunity Employer.