**JOB DESCRIPTION**

**POSITION TITLE:** Training Coordinator

**SUPERVISION:** NATI Director **Opening Date**: March 9, 2021

**Closing Date**: OUF

**SUMMARY OF WORK:**

The Training Coordinator will serve as the lead staff responsible for coordinating and organizing all training related activities, events and resources; developing training manuals, materials and curricula for Native American youth, families, resource families, human service providers working with Native American populations; and coordinating activities to enhance state-tribal relationships. This position is under the direct supervision of the NATI Director.

**QUALIFICATIONS:**

1. Bachelor of Arts/Sciences in Human Services or related field required, with five years direct experience working in Native American youth, families and communities. Master of Arts/Sciences preferred but not required.
2. Must have experience developing curriculum and teaching in an adult learning environment.
3. Working knowledge of child welfare, family preservation, youth prevention & intervention strategies; Indian Child Welfare Act; and other human service related.
4. Familiarity with tribal child welfare system, System of Care, wraparound process, family group conferencing, and other culturally appropriate models, strategies and topics relevant to Native American families is highly desired.
5. Must be culturally-competent and knowledgeable about the history, culture and socio-economic conditions of the Tribes and reservations of North Dakota.
6. Must have public speaking ability with direct training experience preferred.
7. Must be willing to travel extensively. Overnight travel required.
8. Must have excellent report writing, organizational, time management, analytical and communication skills.
9. Must have the ability to multi-task in dynamic environment and work in a team environment.
10. Must have excellent computer skills.
11. Must have experience working with Native American communities.
12. Must be proficient using Microsoft Office Suite, i.e. Word, Power Point, Outlook, etc.
13. Must have own vehicle, valid driver’s license and proof of vehicle insurance.

**SCOPE OF DUTIES**

1. Responsible to develop and update training calendar, materials, tools, resources & curricula as appropriate.
2. Responsible for develop and implement social marketing strategies and materials to provide awareness of NATI services, training and products.
3. Responsible to assist in ensuring the effective and efficient coordination of event registration process, material preparations, CEU registration, certification process, training logistics and any other related training activities.
4. Responsible for responding to training inquiries received by telephone, e-mail or website.
5. Shall assist in organizing the ND Indian Child Welfare & Wellness conference and working with conference committee, participants, speakers, vendors, etc.
6. Responsible for provide training and educational opportunities to Native American foster parents on ND reservations and cross-cultural education opportunities for foster/resource families, group homes and residential facilities, who provide care to Native American children and youth. Grant writing, research and other project coordination duties as assigned.

**APPLICATION REQUIREMENTS: \*\*\*Please submit the following below.**

1. Cover Letter;
2. Resume or Vitae;
3. Degree/Transcripts or other documentation supporting education and related work experience;
4. Three (3) Letters of Reference; and
5. Certificate of Indian Blood if applicable.

**Submit to:** Native American Training Institute (NATI)

3333 E. Broadway Ave, Suite 1210

Bismarck, ND 58501

Fax: 701-255-6394 or email: [info@nativeinstitute.org](mailto:info@nativeinstitute.org)