



## Training & Technical Assistance Program Coordinator II - Job Description

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Job Title: Training & Technical Assistance Program Coordinator II

Job Classification: Full-Time

Department: Training & Technical Assistance Program

Reports To: Program Manager

Date Written/Revised: August 17, 2023

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### Company Biography

The National American Indian Housing Council assists Tribes and Tribal housing entities in reaching their self-determined goals of providing culturally relevant, decent safe, sanitary, and quality affordable housing in American Indian, Alaska Native, and Native Hawaiian communities.

***NAIHC's Mission Statement:** "To effectively and efficiently promote and support American Indians, Alaska Native and Native Hawaiians in their self-determined goal to provide culturally relevant and quality affordable housing for Native people."*

### Role Summary

This expert-level position supports the duties and objectives of the Training & Technical Assistance (T&TA) Program Manager and Director. This position coordinates and provides ongoing assistance for trainings sessions and Technical Assistance (TA) assignments granted to NAIHC through the US Department of Housing and Urban Development's Office of Native American Programs (HUD ONAP).

### Role Responsibilities

- Assists in the logistical planning of HUD ONAP assignments by tracking registration, developing marketing material, gathering course materials from Subject Matter Experts (SMEs).
- Corresponds with training participants to HUD ONAP regional training events and produces certificates of attendance, letters of recognition, and other necessary documentation.
- Reviews and updates training curricula and assists in standardizing all training materials and templates.
- Assists in developing marketing and outreach materials for upcoming training and other T&TA events, which includes updating various websites and correspondences.
- Aids on-site by co-training and assisting SMEs in conducting approved regional training sessions and TA assignments.
- Scores and evaluates all current and future SMEs' Requests for Qualifications, contracts, and other related addenda.
- Assists in developing new recordkeeping criteria for all T&TA documents, including current and archived.
- Conducts ongoing assistance to management in recording and tracking statistical and demographic information for future projects and reporting.
- Assists staff in carrying out our project-specific tasks as requested.



- Aids the entire staff in planning three major National events, including the HUD ONAP Tribal Housing Summit and HUD ONAP Asset Building Summit.
- Other duties as needed and assigned.

### **Qualifications**

- Bachelor degree preferred in Business Administration, Finance, Accounting or other related fields; or a minimum of 2 years equivalent experience in non-profit organizations or expertise in the affordable housing field (Tribal housing experience).
- Excellent communication skills, with proficiency in public speaking and writing.
- Attention to detail and accuracy.
- Polite and professional demeanor, and ability to work in a fast-working environment.
- Comfortable handling confidential information.
- Strong time-management skills and multitasking ability
- Aptitude for learning new software and systems.
- Experience relevant to this position include Microsoft Office Professional, Teams, Constant Contact, Cvent or other event software, and social media applications.

### **Working Conditions**

Ability to travel 20% of time, with occasional irregular/extended hours.

Telework opportunities provided, but position is required regular presence in-office.

Must be able to sit at desk for at least 75% of the time and lift more than 50 pounds in weight.

### **Disclaimer**

Enrolled members of Native American tribes are encouraged to apply.

### **Time/Location**

The T&TA Program Coordinator II must pursue the position in Washington DC. The T&TA Program Coordinator II will report to the Headquarters office on Monday through Friday, between 9 a.m. to 5 p.m. ET.

### **APPROVED by**

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_