About NIEA
The National Indian Education Association (NIEA) was founded in 1969, in Minneapolis, MN, by Native educators who were anxious to find solutions to improve the learning systems for Native students. NIEA adheres to the organization’s founding principles: 1) to bring Native educators together to explore ways to improve schools and the schooling of Native students; 2) to promote the maintenance and continued development of Native languages and cultures; and 3) to develop and implement strategies for influencing local, state, and federal policy and policymakers.

At NIEA, work is driven by seven core values.
   1. Integrity;
   2. Purposeful;
   3. Dependable;
   4. Respect;
   5. Compassion;
   6. Generosity; and
   7. Service to Others.

These values have been established and aligned with the NIEA Strategic Plan. The values represent the environment staff and partners consider a part of their lives and encompass the work done to meet the mission and vision.

Position Summary
NIEA is seeking a **Professional Learning Specialist** to join our team to enhance and expand our professional learning suite. This individual will focus on alignment and coordination of all internal and external professional development opportunities including NIEA’s Indigenous Resilience and Empowerment training and the Community-Based Education series in partnership with the University of Phoenix. The PLS will support all staff in developing, marketing, and implementing continuing professional learning and presentations across programs and policy. The PLS will work closely with membership services and operations to increase revenue opportunities through professional learning offerings and the development of the Native Education Digital Resource Center. This position will blend logistics management with core knowledge of adult learning and professional delivery of content including uplifting branding guidelines and the mission/vision of the organization. Experience in K-12 or higher education is preferred but
not required as the PLS will provide feedback and direction on the current training needs of educators, leaders, and non-profit work.

**Essential Duties and Responsibilities**

The essential functions include, but are not limited to the following:

- Demonstrate NIEA core values in every aspect of professional work and relationships.
- Oversee all professional development activities the organization delivers in person and virtually including planning, logistics, implementation, and follow up.
- Increase revenue by working with Membership & Communication Coordinator and operational staff to expand professional development offerings including contracting, invoicing, and payment processing.
- Coordinate with Membership & Communications Coordinator and staff to produce social media and communications regarding NIEA's professional development opportunities.
- Expand NIEA's Indigenous Empowerment and Resilience workshop (Blanket Exercise) to include train the trainer opportunities and broader reach.
- Provide feedback to staff developing trainings to ensure quality and adherence to organizational standards.
- Manage the registration and processing of Continuing Education Units (CEUs) at NIEA's Annual Convention and Tradeshows.
- Support scheduling and delivery of workshops and key learning opportunities at NIEA's Annual Convention and Tradeshows.
- Engage staff in cross-team collaboration to enhance professional development catalog.
- Coordinate individualized and whole group professional learning opportunities for staff.
- Collaborate with Research and Evaluation Manager to ensure professional development is evaluated and feedback is shared internally.
- Develop relationships with key partners or stakeholders to expand NIEA's platform.
- Collaborate with key staff and partners to determine the professional learning to be housed on NIEA's Native Education Digital Resource Center.
- Meet regularly with leadership to identify and review internal and external professional learning goals for the organization.
- Complete other duties as assigned and reasonable to position description.

**Minimum Qualifications (Knowledge, Skills, and Abilities)**

- Bachelor's degree in education or related field with preferred classroom or school administration experience (non-profit work in education will also be considered)
- Experience developing partnerships with school, district, or state level education offices or organizations
• Experience in developing, delivering, and/or managing virtual and in-person professional development workshops and/or presentations preferably with education focus.
• Experience in collaborating with and providing services to local, state, or National educators and/or organizations.
• Ability to communicate with potential partners to develop proposals and MOUs based on the desired outcomes of the collaboration.
• Positive, passionate, collaborative, solution-based, and creative work style.
• Proficient with data collection processes and using data to inform programmatic decisions (including software applications such as Word, Excel, and others).
• Ability to work independently and remotely while managing multiple priorities.
• Combination of excellent analytical skills, time management, and ability to be creative and flexible to help move things forward.
• Comfort with making independent decisions while working well in a collaborative team.
• Strong interpersonal and public speaking skills
• Willingness to perform other duties as assigned.
• Must pass criminal background check.

Preferred but Not Required
• Professionally current on the latest research, pedagogy, teaching and learning strategies, and adult learning theory.
• Experience working with Native communities with a strong understanding of the assets and needs.
• Prior experience managing professional learning for district or organization

Physical Demands and Work Environment
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

This position is primarily in an office setting where the employee constantly operates a computer and other office equipment and maintains a functional and safe office space. The employee is regularly required to communicate information and ideas so others will understand, including both verbal and visual communication and presentations. The employee may occasionally need to lift up to 25 pounds and carry it 10-15 feet.

Note
This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves
or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.