

## Program Manager position in Washington DC

The National American Indian Housing Council (NAIHC) is seeking to fill the full-time position of Manager, Training and Technical Assistance for the national office in Washington, DC. Reporting to the Program Director, the position is responsible for the day to day management of the Training and Technical Assistance program grant. The position manages grant requirements, consultants and trainer assignments, facilitating the development and documentation of all program work plans; collects data and produces program grant reports for funders, publications and program evaluations; coordinates request for presentations for training content at NAIHC national events.

Candidate qualifications: Bachelor's degree in Business, Community Development, Urban Planning or related field, minimum of 5 years of experience in government grant management, capacity building, training, professional development programs, detailed oriented, commitment to accuracy and excellence, experience working with national Native American and/or housing issues.

Candidates should send their resume and cover letter to [careers@naihc.net](mailto:careers@naihc.net). Please place "Manager, Technical Assistance & Training" in the subject line. For more information on NAIHC visit [www.naihc.net](http://www.naihc.net). Position will be open until filled.