

**National HIDTA Assistance Center
High Intensity Drug Trafficking Area
CONTRACT POSITION ANNOUNCEMENT**



LOCATION: Doral, Florida
CONTRACT POSITION: Training Coordinator/Event Assistant
ANNUAL COMPENSATION: \$ 65,000 - \$ 85,000
POSTING: October 1, 2025
CLOSING DATE: November 1, 2025

PROGRAM & POSITION OVERVIEW:

High Intensity Drug Trafficking Areas (HIDTA)

High Intensity Drug Trafficking Areas (HIDTA) are regions designated by the Director of the Office of National Drug Control Policy (ONDCP) that have critical drug trafficking problems that adversely impact the United States. The HIDTA program provides assistance to federal, state, and local agencies in accordance with the goals and objectives contained in the National Drug Control Strategy. The mission of the HIDTA program is to enhance and coordinate America's drug-control efforts among local, state, tribal, and federal law enforcement agencies to eliminate or reduce drug trafficking and its harmful consequences in critical regions of the United States. The mission includes coordination efforts to reduce the production, manufacturing, distribution, transportation, and chronic use of illegal drugs, as well as the attendant money laundering of drug proceeds.

National HIDTA Assistance Center

The National HIDTA Assistance Center (NHAC) supports the strategies of all HIDTA regions as they respond to the unique threats facing their respective areas. Due to economies of scale, the NHAC's centralized services are cost effective for the entire HIDTA program. The NHAC's mission is different from a traditional HIDTA. Working under the auspices of the Office of National Drug Control Policy (ONDCP) and in accordance with the HIDTA Program Policy and Budget Guidance, the NHAC provides vast resources and support to the 33 HIDTAs and the National Initiatives tailored to each HIDTA's needs.

Training Coordinator/Event Assistant

The position of Training coordinator is a high visibility position and has significant contact with service providers, HIDTA Directors/HIDTA management staff; HIDTA participating federal, state, and local law enforcement agencies and many others involved in the support and execution of the NHAC training function. It is therefore imperative that he/she demonstrates a conceptual and technical understanding of the training process in the context of HIDTA's multi-agency environment.

Confidentiality, liability, etc. are but a few of many training concerns, which must be clearly understood and addressed on a continuous basis. He/She must demonstrate the ability to understand and respond to the HIDTA-related needs of all HTDTA participating agencies. He/She must conduct all training and related procurement in a manner that engenders trust and is ethically beyond reproach. The training coordinator must be sensitive to relationships in a multiagency environment and work closely with the NHAC Training Manager to ensure that training actions are consistent with HIDTA agency agreements and in the best interests of all HIDTA participants, both locally and nationally.

REQUIREMENTS:

Training Coordinator/Event Assistant must have or demonstrate:

- Proficiency in effective teaching methodologies and tools
- Must be a U.S. Citizen at time of application
- Ability to travel commercial airliners to attend meetings and conferences within the U.S.
- Must be excellent in the English language, reading, writing, and verbally
- Ability to pass a Top-Secret Clearance and background investigation
- Expertise in communication, presentation, and public speaking skills (PowerPoint, videos, etc.)
- Organizational and time management abilities
- Excellent critical thinking and decision-making skills
- Certification a plus (in instructional design; instructor techniques, computer-based training, etc.)
- Ability to travel to teach, principally in classroom settings.
- Understanding of federal, state, and local guidelines, applicable laws, regulations, policies, and procedures affecting training
- Ability to work well with others and to establish and maintain professional relationships with the potential of contributing to the growth and development of a professional training program.
- Excellent verbal and written communications skills
- Knowledge of general, administrative procedures and techniques
- Ability to organize and prioritize work.
- Familiarity with automated office equipment, i.e., computers, printers, telephone equipment, copy machines, fax machines, dictating equipment, bookbinding, calculators, video recorders, competency with standard office equipment and software such as Microsoft Office
- Proficiency with Remote Business Meeting Platforms, learning management systems (i.e. Moodle, Blackboard).

DUTIES:

Under the direction of the Training Unit Manager, the Training Coordinator/Event Assistant performs such duties as:

- Conducting needs assessments as directed by the Training Unit Manager.

- Maintaining a liaison with training personnel at other HIDTAs and participating agencies.
- Identifying and coordinating with potential instructors.
- Participating in manual and training material changes
- Obtaining videos, audio, and printed materials for inclusion in the training resources library, and for specific NHAC courses.
- Maintaining and developing projected training calendars of events held throughout the HIDTAs.
- Preparing course descriptions, goals, objectives, and evaluations.
- Preparing presentations for NHAC and HIDTA courses
- Reviewing and analyzing event trip reports by speakers.
- Responding in a timely manner to assignments.
- Coordinating training delivery with providers and recipient HIDTAs.
- Travel expected for delivery of training and assistance to event coordinator for seminars and conferences.
- Determining start time, location and content of each training course held at participating HIDTAs.
- Announcing and marketing courses to ensure adequate attendance.
- Providing logistical support for all courses presented by and through the NHAC.
- Ensuring classroom set-up for all courses conducted at the NHAC, and coordinates classroom set-up for all training offered by and through the NHAC.
- Willingness to attend training to further enhance current skills.
- Completing all required course-related documents (i.e. student enrollment forms, course rosters, course and instructor evaluation forms, course completion certificates, etc.).
- Ensure follow-up surveys are sent (emailed automatically from HOTT six months after training).
- Creating a course file is established for each course session presented and all appropriate documents are placed in that file.
- Developing and maintaining a contact list of all HIDTA course attendees and HIDTA assignment/initiatives parent agencies in the HOTT System.

- Informing the Training Unit Manager on a continuous basis, of all significant training issues i.e. speaker travel problems, course attendance, instructor performance, course quality, HIDTA requested courses, etc.
- Maintaining accurate records of all training activities within his/her purview and develops reports and graphic representations of such data, where appropriate.
- Providing a weekly course calendar to the NHAC Training Manager.
- Researching and gathering data for course development.
- Performing other duties and/or completing special projects as requested by the NHAC Director or the Training Manager.
- Conduct training as the primary instructor or assistant instructor
- Duties associated with Event Planning
 - Site Research
 - Registrant Management
 - Contract review
 - Conference/Meeting management
 - Event preparations

EDUCATION/EXPERIENCE:

Five years responsible law enforcement, other criminal justice organization, military, training or related work experience and minimum of bachelor's degree required. Experience in any of the enumerated areas may be substituted for academic requirements at the rate of one year to 15 credit hours of successful degree oriented academic work. Academic work may be substituted for applicable experience at the rate of 15 credit hours for each required year of experience.

SUPERVISORY CONTROLS:

This position has no supervisory authority.

PHYSICAL DEMANDS:

The position requires extensive sitting at a computer workstation.

WORK ENVIRONMENT:

The work requires no risks or discomforts and is typically performed in an office setting; however, some travel is required.

APPOINTMENT:

This position is federally funded on an annual basis. The **Training Coordinator/Event Assistant** will serve as an independent contractor and not as an agent, employee, or servant of an agency. This appointment and subsequent appointments are subject to review and approval of ONDCP.

APPLICATION:

Interested parties should submit application by submitting a cover letter and resume outlining their qualifications to: Maria Zamora, mfzamora@nhac.org