



National Indigenous Women's Resource Center

## Vacancy Announcement

### Director of Technical Assistance & Training

Position Title: Director of Technical Assistance & Training  
Position Reports to: Executive Director  
Location: Lame Deer, MT or Off-Site Location  
Salary: DOE  
Status of Position: Exempt Position  
Closing Date: Open until filled

#### **About the NIWRC:**

The National Indigenous Women's Resource Center, Inc. is a non-profit organization created specifically to serve as the National Indian Resource Center to Enhance Safety of Native Women. The NIWRC provides technical assistance, policy development and system engagement, training, materials and resource information, and guidance with evaluation/research regarding violence against American Indian, Alaska Native (AI/AN), and Native Hawaiian women. Our mission is to uphold the sovereignty of Indian nations so we can restore safety for Native women and their children.

Our main office is located in Lame Deer, MT on the Northern Cheyenne Indian Reservation. This position can work from an off-site location. We are an equal opportunity employer. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply. Salary is commensurate with experience.

#### **Position Summary:**

The Director of Technical Assistance and Training (TA/Training) is responsible for developing and managing NIWRC's TA and training initiatives in close coordination with the Executive Director and other NIWRC divisions. Responsibilities include providing targeted support/problem solving and offering education, to support social change on issues relating to domestic violence and intersecting issues, to tribal advocacy programs and other organizations.

In general, the Director of TA/Training is the lead manager responsible for developing innovative services within the Division; engaging and inspiring staff; aligning Division activities to the NIWRC's mission, principles, goals and expectations; monitoring and continuously improving Division operations; and establishing a positive collaborative and accountable work culture. This position shall directly supervise two staff within the Division- the TA/Training Specialist and the TA/Training Coordinator, as well as work closely with the Communications Officer for resource development, and other staff as necessary.

The Director should have a deep understanding of violence against Native women and the unique cultural values of tribal peoples.

**Major Leadership Responsibilities/Activities:**

1. Develops and inspires a culture of positivity, collaboration, inclusion, and accountability within the Division and Organization.
2. Develops an engaged Division workforce by hiring and supervising TA/Training Division staff, building on individual strengths, providing regular formal and informal feedback to staff, assessing individual performance on a semi-annual basis, creating a personal and professional development plan for each staff, and recognizing outstanding contributions in work.
3. Visionary – In collaboration with the Executive Director, creates an innovative and inspiring vision and action plan **supporting grassroots social change** for the Division; communicates the vision to the staff and reinforces the vision goals in all conversations; communicates the vision (verbally and written) to important stakeholders and partners.
4. Management and Administration – Oversees the management and administrative activities of the Division; supervises Division projects ensuring that the team coordinates to meet project goals, deadlines and required reporting deadlines; establishes performance scorecards for program activities to measure progress against established goals; reviews scorecards with individual program components on a regular basis; completes required administrative activities; develops written policies and systems needed to create an effective and efficient Division; regularly meets with Division staff to discuss and review program services and operations.
5. Organizational Collaboration – Regularly meets with the Director of Policy & Research Division to ensure cross collaboration and the sharing of developments and information across Divisions; coordinate communications needs with the Communications Officer and Director of IT in advance to ensure timely submission of announcements, etc.; and coordinate with the Main Office and support staff in advance to ensure timely processing of necessary paperwork.
6. Financial Management – Provides Divisional input to the development of the annual Division budget; aligns and monitors Divisional spending within budget expectations; provides required supportive documentation for accounting operations.
7. Public Relations – Represents the organization by participating in key associations and organizations, serving on committees and advisory groups, and speaking in public settings, as required relating to Division initiatives.
8. Compliance – Ensures the Division staff know and “live” the organization’s core guiding principles on a daily basis; complies with grant funding requirements; ensures all Division staff meet grant and program reporting deadlines, as well as funding office approval requirements and deadlines for products and grant deliverables.
9. Program Development – In collaboration with the Executive Director, identifies grant deliverables for inclusion in grant proposals; develops work plans to accomplish deliverables; oversees the development, implementation, and evaluation of services provided by the Division in support of the organizational mission and in order to meet

- identified grant deliverables; researches best practices within the field and innovative ideas in other industries to create new program ideas.
10. Engage in capacity building and attend trainings for continuing education opportunities to assist job performance and supervisory responsibilities.
  11. Applies critical and intersectional analyses in the delivery of technical assistance and training and production of resources.
  12. Timely respond to requests for training and/or technical assistance; record in the NIWRC TA ticketing system as appropriate; and monitor TA/Training Division compliance with, use of and input into the ticketing system.
  13. Other duties or responsibilities, as assigned.

**Major TA and Training Responsibilities:**

1. Provides immediate problem-solving technical assistance (TA) that prioritizes survivor safety and reflects survivor-defined advocacy, reflects an understanding of various research and evaluation approaches and implementation strategies, and supports and strengthens the fields' capacity.
2. Establishes a process for handling TA requests made to the organization; ensures TA responses are provided in a timely and culturally informed manner; and monitors and evaluates responses of staff.
3. Engages with tribal programs and partner organizations to determine types and scope of TA services to be provided concerning domestic violence, sexual assault, dating violence, stalking, sex trafficking and other issues that intersect with domestic violence against Native women.
4. Collaborates with partner organizations to organize and lead on local, regional and national initiatives, including but not limited to: providing training and TA at various conferences and meetings as invited by other organizations, social justice events, and other NIWRC functions, meetings, and/or activities.
5. Develops and maintains relationships with an extensive network of contacts with tribal, state and federal programs and agencies, as well as with allies and partner organizations. Monitor TA/Training Division engagement in Memoranda of Understanding with partner organizations.
6. Coordinates with the NIWRC Research Team to ensure critical analysis of the effectiveness of offered TA and training, track emerging issues, model tribal programs, promising practices, and projects that have the potential to be replicated in Native communities.
7. Identifies gaps, challenges and needed updates and/or revisions of special project content and NIWRC produced resources.
8. Leads the Division in offering effective and contextualized training on TA/Training initiatives to domestic violence advocates and practitioners; evaluates the TA/Training offered and ensures improvements and changes are made as necessary.
9. Leads the establishment and dissemination of an annual training/webinar/onsite TA schedule based on identified issues and needs. Coordinates, facilitates and serves as faculty trainer, when necessary, on a wide variety of training topics at national, regional and local training events.

10. Leads the development of, and participate as necessary in the development of, culturally appropriate curriculum for training and workshop delivery. Develops, reviews, revises, evaluates and disseminates training materials on a variety of training topics related to violence against Native women. All material developed shall be culturally, historically, and legally specific.
11. Leads the development of tribal community education and awareness campaign materials.
12. Leads the identification of resources to be developed, through an analysis of TA requests and gaps in the field, and works with Division staff, the Communications Officer, and consultants to develop and produce resources such as, booklets, pamphlets, special collections, webinar toolkits, etc. This may involve identifying and developing partnership opportunities and drafting and reviewing original resources and educational tools.

**Minimum Requirements:**

- Education – A minimum of a J.D. or Master’s Degree in a human service specialty, instructional design, public policy, or other area of study deemed relevant.
- Experience – A minimum of four years of demonstrated progressively supervisory or management experience; a minimum of four years of experience in the field to demonstrate sufficient knowledge of tribal governments, advocacy, systems and training delivery.
- Exceptional analytical, original writing and editing skills; ability to communicate complex information clearly in writing and in oral presentations to a range of audiences at the tribal, regional, national and international levels.
- Knowledge of and experience in training and/or advocacy work directly pertaining to violence against Native women, social and legal justice, systems advocacy, and social change throughout Indian Country (broad term used to refer more generally, not legally, to tribal governments, Native communities, cultures, and peoples).
- Ability to resolve issues quickly and make decisions in a collaborative culture.
- Demonstrated ability to develop and maintain effective working relationships.
- Ability to synthesize data and research on emerging trends to inform TA and training offerings of the organization.
- Knowledge of tribal, state and national advocacy organizations working to affect social change and that address the issue of violence against Native women.
- Ability to inform, plan, coordinate, collaborate, prioritize, and execute in a fast-paced environment, and to work effectively under rigid deadlines.
- Excellent management skills, and demonstrated ability to lead, motivate and direct Division staff and consultants/contractors.
- Experience living and/or working in Native communities preferred.
- Willingness and ability to travel nationally.

**Work Habits:**

- Collaborative

- Self-Starter
- Organized
- Reliable
- Respectful
- Excellent communicator
- Accountable
- Honest
- Forward looking
- Competent
- Inspiring
- Ability to multitask and work under tight deadlines

Interested applicants may apply by sending a cover letter, completed job application, resume, original writing sample, and list of three references to Lucy Simpson at [lsimpson@niwrc.org](mailto:lsimpson@niwrc.org) or by mail to:

NIWRC  
PO Box 99  
Lame Deer, MT 59043



# Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_ Enrolled or Descendant: \_\_\_\_\_ Tribal Enrollment Number: \_\_\_\_\_

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? \_\_\_\_\_

Have you ever been convicted of a crime? YES NO

If yes, explain: \_\_\_\_\_

Are you currently or have you ever been on any federal contracting exclusion list?  YES  NO

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_



# Employment Application

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO



# Employment Application

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize The National Indigenous Women's Resource Center to verify employment and conduct a background check.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to:  
515 Lame Deer Ave. PO Box 99 Lame Deer, MT 59043  
Phone: 406-477-3896 Fax: 406-477-3898 Toll-Free: 855-649-7299  
Website: [www.niwrc.org](http://www.niwrc.org) Email: [apply@niwrc.org](mailto:apply@niwrc.org)