



National Indigenous Women's Resource Center



**STRONGHEARTS**  
Native Helpline

## **Vacancy Announcement** **Native Affairs Senior Advisor**

Position Title: Native Affairs Senior Advisor  
Position Reports to: Executive Director  
Location: Washington, D.C.  
Salary: DOE  
Status of Position: Exempt Position  
Closing Date: Open until filled

### **About the NIWRC:**

The National Indigenous Women's Resource Center, Inc. (NIWRC) 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, and Hawaiian Native women. Our mission is to uphold the sovereignty of Indian nations so we can restore safety for Native women and their children. NIWRC's main office is located in Lame Deer, MT on the Northern Cheyenne Indian Reservation.

### **About the StrongHearts Native Helpline:**

The StrongHearts Native Helpline (SHNH) is a culturally-appropriate, anonymous, confidential service dedicated to serving Native American survivors of domestic violence and concerned family members and friends. It is a project of NIWRC, in partnership with the National Domestic Violence Hotline and the Family Violence Prevention Services Program, developed with input from tribal leaders, a Native women's council, and domestic violence experts. As the first Native-centered domestic violence hotline, it is staffed by advocates with a strong understanding of Native cultures, as well as issues of tribal sovereignty and law. The SHNH is located in Minneapolis, MN.

### **Position Summary:**

Under the general direction of the Executive Director and the SHNH Assistant

Director, and the supervision of the Policy and Research Director, the Native Affairs Senior Advisor will assist in the development and managing of NIWRC and SHNH's policy agendas utilizing a sovereignty framework; engage in project development, coordination, and implementation; outreach to, and collaboration with, multiple external partners; assist in the production, synthesis and development of related special projects, policy papers, and technical assistance and training materials for use and dissemination by NIWRC, SHNH, and partners. The Native Affairs Senior Advisor also provides expert analysis and leadership in enhancing institutional responses to domestic violence, and plays a pivotal role in fostering and maintaining collaborative relationships with state domestic violence coalitions, community-based domestic violence programs, funders, federal agencies, Tribal communities and partners, and national organizations. In all of these areas, the Native Affairs Senior Advisor's work is informed and guided by a strong intersectional analysis, high-quality research, the experiences and realities of Native domestic violence survivors and their families, the challenges facing tribal governments, and the broader anti-violence movement.

We are an equal opportunity employer. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply. Salary is commensurate with experience.

**Responsibilities:**

1. Provides programmatic leadership and oversight to NIWRC/SHNH's administrative advocacy and policy-related technical assistance, including but not limited to:

- Identify, analyze, and synthesize research and policy related to key public policy issues with implications for Native domestic violence survivors and their families.
- Participate in "think tank," planning and advisory group meetings related to domestic violence policy, program development and implementation.
- Contribute to discussions on enhancing policy and practice internally and externally.
- Maintain relationships with members of Congress and their staff.
- Lead on policy team's legislative reform work, including hill briefings and awareness events in DC.
- Maintain collaborations with other national organizations addressing domestic violence, dating violence, sexual assault, and stalking.
- Attend meetings or participates in conference calls with other national organizations engaged in policy work around domestic violence, dating violence, sexual assault, and stalking.
- Develop a clear understanding of the policy goals and work of NIWRC/SHNH and use that knowledge to carry out research and draft memos that will help educate federal agencies and national partners on the issues and best practices related to domestic and dating violence experienced by Native survivors.
- Work with Hotline-generated data (either narrative or numeric) to develop

- reports that educate the public and policy-makers about the experiences of Native survivors of domestic and dating violence.
- Research intersecting areas of interest, such as housing, employment, healthcare, firearms, and other priorities that intersect with areas of direct concern to the safety and well-being of Native survivors of domestic and dating violence.
  - Track stories about domestic and dating violence in the general media and in policy-focused news outlets; summarizing that information for use by the NIWRC/SHNH Communications staff.
  - Complete paperwork and report forms as required; Carry out periodic administrative duties, such as ordering supplies, sending packages, copying or scanning materials.
  - Draft, format or edit reports, white papers, and other documents as needed.
2. Provides informed leadership to SHNH needs regarding caller advocacy, training and resource development, including but not limited to:
- Provides high-level problem-solving analysis that prioritizes survivor safety, reflects survivor-defined advocacy, incorporates a critical analysis of the strengths and weaknesses of current responses to domestic violence, and supports the development of strong community, statewide and national collaborations.
  - Apply critical and intersectional analyses in the delivery of caller advocacy and training and production of resources.
  - Develop and produce policy papers and briefs, fact sheets, special collections, and other technical assistance materials for use by Native domestic violence advocates, policymakers, and practitioners on key policy issues.
3. Facilitates intra- and cross-team collaboration within NIWRC/SHNH and with partner resource centers and allied partner organizations, including but not limited to:
- Cultivate and enhance strong working relationships with other NIWRC/SHNH staff involved in policy advocacy.
  - Establish and maintain collaborative working relationships with the NIWRC and SHNH teams that are mutually beneficial.
  - Foster and strengthen collaborative relationships with the Domestic Violence Resource Network and other national partners, particularly the National Domestic Violence Hotline, working to enhance public policy and systems change on behalf of survivors and their families.

**Qualifications:**

- Education- A minimum of a B.A. or B.S. degree in public policy, government relations, or other area of study deemed relevant. A J.D. or Masters' degree preferred. Bachelor's degree from accredited four-year college or university;
- Ability to work in fast paced environment; ability to quickly apply complicated legal frameworks to social justice issues in Indian country;
- Demonstrated leadership skills;
- Demonstrated ability to work with allied organizations or members of

Congress;

- Substantial experience in social justice, systems advocacy and social change work, with a minimum of five years working in administrative and/or legislative advocacy as well as project management experience;
- Exceptional research, analytical, original writing and editing skills; ability to communicate complex information clearly in writing and in oral presentations, including demonstrated meeting facilitation and training skills, to a range of audiences at the tribal, regional, national and international levels;
- A demonstrated understanding of the history of American Indian and Alaska Native tribal governments, laws and customs, and Federal Indian law;
- A demonstrated understanding of violence against Native women crimes and responses throughout the United States, especially throughout Indian country and Alaska Native villages and in Hawaii;
- Ability to resolve issues quickly and make decisions in a collaborative culture. Demonstrated ability to develop and maintain effective working relationships;
- Demonstrated understanding of process for critical thinking to promote policy development. Ability to synthesize data and research to help shape policy messages and strategies;
- Knowledge of tribal, state and national advocacy organizations working to effect social change and that address the issue of violence against Native women;
- Knowledge of and experience in policy work directly pertaining to domestic and sexual violence, social and legal justice, systems advocacy, and social change; tribal governments and the legislative process;
- Ability to inform, plan, coordinate, collaborate, prioritize, and execute in a fast-paced environment, and to work effectively under rigid deadlines;
- Willingness to take direction and manage time and assignments in a transparent and open manner;
- 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
- Strategically forward looking
- Competent

- Inspiring
- Ability to multitask and work under tight deadlines

Interested applicants may apply by sending a cover letter, completed job application (available at [www.niwrc.org](http://www.niwrc.org)), 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  
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