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**Job Title:** STTARS Safe Housing and Shelter Specialist – Full Time (Remote)

**Functional Department:** STTARS Indigenous Safe Housing Center

**Job Reports To:** Director of Housing and Senior Housing Specialist

**Salary Range:** \$65,000- \$72,000 (depending on experience –lived experience preferred)

  X   Exempt         Non-Exempt

**We Are Looking For:**

STTARS is looking for a Safe Housing and Shelter Specialist who will work collaboratively across multiple grants. NIWRC currently has 28 employees and STTARS has two main staff: Gwendolyn Packard, Senior Housing Specialist and Caroline LaPorte, Director. This is an opportunity for an innovative individual looking to make an impact in both on and off reservation communities for unhoused survivors of gender-based violence. We are looking forward to growing this team in an intentional way. Lived experience is preferred for this position. In addition to a competitive salary, great work from home benefits, and exciting travel opportunities, this position will benefit from meaningful mentorship. ***Any individual applying for this position must be mission and vision aligned.***

**About STTARS Indigenous Safe Housing Center:**

The STTARS Indigenous Safe Housing Center is a DVRN Resource Center that is housed at the National Indigenous Women's Resource Center. STTARS focuses' our work on American Indian, Alaska Native, and Native Hawaiian women impacted by the intersection of gender-based violence and housing instability, which impacts survivors in our Tribal nations disparately. At STTARS, we center our programmatic and policy work on survivors with lived experience. By focusing our efforts across the housing spectrum, we prioritize the housing needs of all our relatives, including youth, elders, Natives with disabilities, Two-spirit relatives, and other intersectional identities. Our mission is: to advocate for safe housing for all our relatives. We do

this work through centering Indigeneity, acknowledging our relationship to Earth Mother, building on each other's gifts, resisting oppression and erasure, and acting upon the prayers of our ancestors to honor diversity and create belonging for us all.



Our Vision is: **Safe House for All Our Relatives**

### 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.

### Position Summary:

Under the general direction of the Executive Director and the supervision of the Director of Housing, the STTARS Safe Housing and Shelter Specialist is responsible for assisting in the developing and managing STTARS' TA and training initiatives, its policy efforts, and in the overall growth of the Center. This position will split funding between the Housing Center grant and an additional grant that the Senior Housing Specialist is lead on (a capacity building center grant that NIWRC partners on with the National Network to End Domestic Violence). This position will ensure that STTARS' technical assistance/training and resource development is culturally, historically, and legally relevant and supports governmental, nonprofit, and

community responses to the immediate crisis needs of Native women victimized by violence who experience housing insecurity and homelessness. The individual selected for this critical role, will be the first person to hold it. They will work with staff, consultants, and external partners to identify promising practices engage in advocacy efforts to advance the work of the Center. This individual should have a deep understanding of violence against Native women and the unique cultural values of tribal peoples and an understanding of the intersection of gender-based violence and housing insecurity/homelessness. Extra consideration will be given to candidates who have demonstrated employment working on shelter development/advocacy shelter policy.

**Major Responsibilities, as Assigned by Director of Housing and the Senior Housing Specialist:**

1. **Travel is required for this position.** STTARS has numerous deliverables that require travel to site visits, listening sessions, trainings, conferences, community events, etc. We have been to some amazing places, and we view the requirement for travel to also be an opportunity to connect with community and with each other.
2. Provides immediate problem-solving technical assistance (TA) and policy development 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.
3. As part of a team, assist in establishing and completing annual deliverables. All team input is valued and considered.
4. Network on a continuing basis with leaders of tribal nations, Native domestic violence and sexual assault programs, tribal coalitions, national tribal organizations, the Domestic Violence Resource Network, the National American Indian Housing Council, the National Congress of American Indians, the Native Learning Center and other key organizations to help identify 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 housing insecurity and homelessness.
5. Assists in organizing and offering effective and contextualized, culturally relevant, training on TA/Training initiatives to domestic violence advocates, practitioners and policymakers related to violence against Native women and housing insecurity and/or homelessness:
  - a. capacity building leadership
  - b. organizational development
  - c. succession planning
  - d. information packets to include, but not limited to
    - i. shelter/sexual assault advocacy programs
    - ii. administrative and programmatic issues
    - iii. advocacy training
    - iv. history of violence against Native women crimes

- e. understanding laws and policies addressing violence against women/housing insecurity and homelessness
- 6. Assist in Research and analysis of existing resources as pertains to assigned subjects and issues, including identification of current strengths, needs, gaps, etc., to be incorporated/ addressed through the provision of policy development (legislative) and training and technical assistance;
- 7. Assist in Development and delivery of trainings and curriculum development as appropriate, of which some will be in collaboration with other staff or consultants, including on-site and web-based training events based upon the nature of the subjects and issues assigned (i.e., the subject/issue assigned can determine individual training content, audience, format, etc.);
- 8. Assist in the development and dissemination of model tribal housing codes;
- 9. Assist in development of Tribal Housing Code Clearinghouse;
- 10. Draft published articles;
- 11. Assist in development of social media and other awareness campaign materials in collaboration with our Communications Team;
- 12. Track bills and other legislative efforts;
- 13. Assist in identifying resource information for dissemination and inclusion in STTAR's resource library, including, but not limited to:
  - a. available funding,
  - b. program announcements,
  - c. training events,
  - d. news articles,
  - e. research results,
  - f. promising practices,
  - g. information about programs and initiatives already underway that have made changes in their communities;
  - h. to foster information sharing among parties interested in addressing the problem and developing creative solutions;
- 14. Assists with identifying resources to be developed, through analyzing TA requests and gaps in the field (policy and programmatic work). This may involve identifying and fostering partnership opportunities and drafting and reviewing original resources and educational tools and providing needed updates and/or revisions of special project content and STTARS produced resources;
- 15. Assist with ARP Fund communication at direction of Senior Housing Specialist;
- 16. Engage in capacity building and attend trainings for professional development and continuing education opportunities to assist job performance and supervisory responsibilities;
- 17. Timely respond to requests for training and/or technical assistance and record in the NIWRC/STTARS TA ticketing system as appropriate;
- 18. Engage and fulfill obligations set forth in assigned Memoranda of Understanding with partner organizations, and report back to the STTARS Housing Center;

19. Maintain open and timely communication with the Housing Center on the status of projects, track progress via Airtables (will be taught as part of position onboarding) and ensure coordination with the Director of STTARS on all requests for assistance.
20. Other duties or responsibilities, as assigned.

**Minimum Requirements:**

- Education – A bachelor's degree is required for this position. But lived experience is a valid substitute.
- Experience – A minimum of four years working in the domestic violence/sexual assault field in tribal communities or in tribal housing/urban public housing/domestic violence shelters, etc.
- Exceptional research, 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.
- A demonstrated understanding of the history of American Indian and Alaska Native tribal governments, laws and customs.
- 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.
- A demonstrated understanding of the intersection of violence and homelessness throughout Indian country and Alaska Native villages and in Hawaii.
- A demonstrated understanding of federal funding, in particular grants to Tribal governments under HHS and OVW monies.
- Experience with Federal Indian law is preferred but can be taught. Both the Senior Housing Specialist and the Director are committed to quality reciprocal mentoring for this role.
- Ability to resolve issues quickly and make decisions in a collaborative culture.
- Demonstrated ability to develop and maintain effective working relationships.
- Knowledge of tribal, state and national advocacy organizations working to effect social change and that address the issue of violence against Native women and housing security.
- Knowledge of and experience in advocacy 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.

**Work Habits:**

- Kind
- Accountable

- Collaborative
- Self-Starter
- Organized
- Reliable
- Respectful
- Excellent communicator
- Analytical Mind
- Analytical Writer
- Honest
- Strategically forward-looking
- Ability to multitask and work under tight deadlines