



## Program Specialist

<b>Team: Tribal Safe Housing Center</b>		<b>Salary Range: \$60,000-70,000</b>
<b>Location:</b> Position is fully remote. Extensive nationwide travel is required.		
<b>Position is:</b> <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary   Ending date:

### About the National Indigenous Women's Resource Center:

The National Indigenous Women's Resource Center, Inc. (NIWRC) is a non-profit organization dedicated to the restoration of Tribal sovereignty and the safety of Native women and communities. The NIWRC serves as the National Indian Resource Center Addressing Safety for Native Women (NIRC) and the Tribal Safe Housing Center, addressing the intersection of housing and domestic violence. We provide technical assistance, policy development, system engagement, training, materials, resource information, and guidance on evaluation/research regarding violence against American Indian, Alaska Native (AI/AN), and Native Hawaiian women, as well as intersecting issues. Our mission is to provide national leadership to promote safety for Native women and communities by supporting culturally grounded grassroots advocacy.

We are an equal opportunity employer. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.

### Position Summary:

This will be a remote position within the Tribal Safe Housing Center team, responsible for assisting in the development and management of the NIWRC Tribal Safe Housing Center's Training and Technical Assistance initiatives, policy efforts, promotional activities, and overall capacity building efforts to address the critical intersection of housing instability, homelessness, and domestic violence in Native communities. This position will ensure that all training/technical assistance 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. They will work across NIWRC teams, consultants, and external partners to identify promising practices, engage in advocacy efforts, and advance the work of the Tribal Safe Housing Center.

This individual should have a deep, cultural understanding of violence against Native women, the unique traditional values of Indigenous peoples, and an understanding of the intersection of gender-based violence and housing insecurity/homelessness. Extra consideration will be given to candidates with lived experience and those who have demonstrated employment in shelter development/advocacy, shelter policy, or public health policy.

Extensive travel is required for this position.

Supervisory Responsibilities:

None

Essential Duties:

- Provide immediate problem-solving technical assistance (TA) as needed to Tribal programs and shelters that prioritize survivor safety and confidentiality. Respond in a timely manner to requests for training and record in the TA ticketing system as appropriate.
- As part of a team, assist in establishing and completing annual deliverables.
- Assist in organizing effective and contextualized, culturally relevant training for domestic violence advocates, practitioners, and policymakers related to violence against Native women and housing insecurity and/or homelessness.
- 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, training, and technical assistance.
- Assist in the coordination of training 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.).
- Assist in the development of social media and other awareness campaign materials in collaboration with our Communications Team.
- Assist in identifying resource information for dissemination and inclusion in the Housing resource library, including, but not limited to: available funding, program announcements, training events, news articles, research results, promising practices, existing programs, and initiatives already underway that have made changes in their communities; and fostering information sharing among parties interested in addressing the problem and developing creative solutions.
- Develop promotional materials and provide input on product deliverables and articles for publication.
- Assist in 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, drafting and reviewing original resources and educational tools, and providing needed updates and/or revisions of special project content and NIWRC-produced resources.

- Engage and fulfill obligations outlined in assigned Memoranda of Understanding with partner organizations;
- Monitor and analyze Tribal, state, and federal policy activity relevant to the Indigenous Safe Housing Center's policy activities.
- Provide policy analysis to support policy-related deliverables development, including but not limited to white papers and policy papers, talking points, testimony, training materials, special collections, reports, presentations, and other related documents.
- Review and analyze reports, articles, data sets, policy proposals, and other materials, and communicate information and recommendations to the Housing Team.
- Collaborate regularly with the NIRC, Policy, and any other NIWRC teams as needed.
- Maintain open and timely communication with the Tribal Safe Housing Center team regarding the status of projects, and track progress via Airtable (or other required format).
- Other duties or responsibilities, as assigned.

#### Minimum Qualifications/Requirements:

- Bachelor's Degree in public policy, social work, political science, or other related field required. Master's in Public Policy or Legal Studies preferred.
- Minimum of 2 years of experience in public policy, housing/shelter spectrum, and/or gender-based violence in on or off-reservation communities.
- Individuals with lived experience at the intersection of homelessness/housing insecurity and domestic and/or sexual violence will be prioritized.
- Competent research, analytical, original writing, and editing skills; ability to communicate complex information clearly in writing and orally.
- 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, 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.
- Experience with Federal Indian law is preferred.
- Ability to resolve issues quickly and make decisions in a consensus-based 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 be accountable, take direction, and manage time and assignments in a transparent and open manner.
- Experience living and/or working in Native communities preferred.
- Extensive public speaking and presentation skills are necessary for webinars, training, and public awareness events.
- Strong writing and technical skills.

### **Work Habits:**

- Strong organizational skills
- Accountable to self & others
- Collaborative
- Reliable and self-directed
- Respectful and courteous to supervisor and coworkers
- Excellent communicator and listener
- Service-oriented
- Detail-oriented
- Honest
- Supportive of organizational mission and goals

### **What We Offer:**

- Competitive salary range
- 100% employer-paid medical, dental, and vision insurance for staff, their spouse, and dependents residing in the home
- SEP IRA retirement benefit
- Generous paid time off, including all federal holidays
- Professional development opportunities
- Fully remote positions
- Other benefits

### **Our Workplace Culture:**

- Collaborative and supportive environment
- Commitment to work-life balance
- Focus on professional growth
- Mission-driven organization

### **How to Apply:**

Please submit the following materials to [careers@niwrc.org](mailto:careers@niwrc.org):

- Resume and cover letter
- NIWRC Application
- Two professional writing samples