



Program Specialist

Team: NIRC		Salary Range: \$70,000-77,500 DOE
Location: Position is fully remote. Extensive nationwide travel is required.		
Position is: ☐ Part-time ☒ Full-time	☒ Exempt ☐ Non-exempt	☒ Permanent ☐ 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 that provides national leadership to advance the safety and sovereignty of Native women and communities through culturally grounded, grassroots advocacy. NIWRC serves as the National Indian Resource Center Addressing Safety for Native Women (NIRC) and the Indigenous Safe Housing Resource Center, addressing the intersection of housing and domestic violence (STTARS). We provide technical assistance, policy development, system engagement, training, materials, resource information, and guidance with evaluation/research regarding violence against American Indian, Alaska Native, and Native Hawaiian women and intersecting issues. We are an equal opportunity employer. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.

Position Overview:

This is a remote position that will be housed primarily within the NIWRC's National Indian Resource Center Addressing Safety for Native Women (NIRC), working to support the federally funded deliverables for that team. Extensive nationwide travel will be required for this position.

Under the general direction of the Executive Director and the supervision of the Director of NIRC, the Program Specialist will work with staff, consultants, and external partners to ensure the timely completion of project deliverables, with particular emphasis on federally funded grant deliverables. This position will help to identify promising practices and engage in advocacy efforts to advance the NIRC's activities and goals, in support of NIWRC's overall mission. This individual should have a deep understanding of violence against Native women and a recognition of the unique cultural values of Tribal peoples.

This position will be responsible for assisting in developing and managing NIWRC's technical assistance and training (TTA) initiatives, resource development, and systems engagement work in a culturally, historically, and legally relevant manner and in support of governmental, nonprofit, and community responses to the immediate crisis needs of Native women victimized by violence and the social change work inherent in ending violence against Native women.

Supervisory Responsibilities: None

Essential Duties:

- Provides immediate problem-solving technical assistance 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 field's capacity.
- As part of a team, assists in establishing an annual training schedule based on identified issues and needs.
- In coordination with the NIRC Director, networks on a continuing basis with leaders of Tribal nations, Native domestic violence and sexual assault programs, Tribal coalitions, national Tribal organizations, and other key organizations to promote the mission and work of the NIWRC and to help identify types and scope of technical assistance 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.
- Conduct in-person site visits as assigned.
- Assists in organizing and offering effective and contextualized, culturally relevant, training on NIRC initiatives to domestic violence advocates and practitioners related to violence against Native women including capacity building, leadership and organizational development, succession planning, and administrative and programmatic issues, including, but not limited to, advocacy training, history of violence against Native women crimes, and understanding laws and policies addressing violence against women crimes.
- Assists in the development and delivery 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.);
- Provides ongoing follow-up technical assistance to training participants as needed.
- Assists in the development and dissemination of model Tribal community education and awareness campaign materials.
- Assists in identifying resource information for dissemination and inclusion in NIWRC's resource library, including, but not limited to: available funding, program announcements, training events, news articles, research results, promising practices, information about programs and initiatives already underway that have made changes in their communities; to foster information sharing among parties interested in addressing the problem and developing creative solutions.
- Assists with identifying resources to be developed through an analysis of TA requests and gaps in the field. 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.
- Assists 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 training and technical assistance;

- Coordinates with NIWRC Research staff 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, and assist in developing appropriate dissemination plans.
- Provide overall, primary support to the NIRC concerning federally funded goals and tasks involving the organization of events, including but not limited to: webinars, coordination with partners and presenters, briefings including logistics, social justice events, and other NIWRC functions, meetings, and/or activities, with particular emphasis on NIWRC's grant deliverables.
- Provide analysis to support document development, including but not limited to position letters, white papers, Restoration Magazine articles, NIWRC newsletters, talking points, testimony, training materials, special collections, reports, presentations, and other related documents.
- Timely respond to requests for training and/or technical assistance and record in the NIWRC TA ticketing system as appropriate.
- Be prepared to support the directors and organizations in providing findings, recommendations, and other relevant information to various audiences, including the NIWRC staff and division leads, the NIWRC Board of Directors, strategic partners, and others.
- Prepare materials for meetings, special events, and NIWRC activities, as requested.
- In coordination with the Director of Communications and Division staff, assist in coordinating NIRC communication activities and develop materials as necessary.
- Build public support for NIWRC priorities through grassroots engagement, including outreach to tribes, tribal organizations, partner organizations, allies, and the media.
- Be prepared to engage with media requests by developing talking points and providing interviews via radio, television, and other online platforms.
- Collaborate closely with all other NIWRC teams for meetings, tasks, assignments, and projects as assigned.
- Engage and fulfill obligations set forth in assigned Memoranda of Understanding with partner organizations.
- Other duties and responsibilities as assigned.

Minimum Qualifications/Requirements:

- A J.D. or Master's degree is preferred; a minimum of a B.A. or B.S. degree is required in a relevant area of study.
- A minimum of two years of experience working in the domestic violence/sexual assault field in Tribal communities is preferred, or a combination of education and experience may be considered.
- Exceptional research, analytical, original writing, and editing skills; ability to communicate complex information clearly in writing and oral presentations to a range of audiences at the tribal, regional, and national 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, Alaska Native villages, and Hawaii.
- Ability to resolve issues thoroughly and in a timely manner, be responsive to coworkers, and make decisions in a collaborative culture.
- Demonstrated ability to develop and maintain effective working relationships and meet important deadlines for tasks, projects, reports, written documents, and timesheets.
- Ability to synthesize data and research to help shape policy messages and strategies.
- 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.
- Willingness to take direction and manage time and assignments in a transparent and open manner.
- Proficient in utilizing collaboration tools such as Google Workspace, Slack, and Zoom for effective communication and workflow management.
- Experience living and/or working in Native communities is preferred.
- Extensive nationwide travel will be required for this position.

Our Expectations:

We strive to maintain a strong sense of community at NIWRC, and our remote workplace requires a unique skill set. We are looking for competent, service-oriented people who are honest, reliable, and self-directed; who are excellent communicators and adept listeners; individuals who are strong collaborators and respectful to supervisors and coworkers; and who will support our organizational mission and goals.

- Strong organizational skills
- Accountable to self & others
- Collaborative
- Detail-oriented

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:

- Resume
- Cover letter
- Two writing samples
- Three professional references
- NIWRC Employment Application

Application Deadline: Open until filled