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**Job Title:** STTARS ARP Coordinator and Specialist– Full Time (Remote)

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

**Job Reports To:** Director of Housing

**Salary Range:** \$55,000-\$65,000 (depending on experience)

  X   Exempt         Non-Exempt

\*\*\*\*\*STTARS would consider applications for part-time or contractual work, rather than full time employment.\*\*\*\*\*

**Who are We Looking For:**

STTARS is looking for an ARP Coordinator and specialist who will work collaboratively as part of our ARP funding. NIWRC currently has 28 employees and STTARS has two main staff: Gwendolyn Packard, Senior Housing Specialist and Caroline LaPorte, Director. We are currently in the process of hiring our housing specialist. The addition of an ARP Coordinator is a fantastic entry level opportunity with competitive pay and benefits. This is a two-year funded position, with the potential for permanent employment. 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 while considering a broad range of public health impacts. We are looking forward to growing this team in an intentional way. In addition to a competitive salary, great work from home benefits, and exciting travel opportunities, this position will benefit from meaningful mentorship and introduction to critically important advocacy. ***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 development and management of STTARS' Training and Technical Assistance initiatives, its policy efforts, promotional activities, monitoring ARP funded subawardees and guide the overall growth of the Center. This position will ensure that STTARS' 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. 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 and advance the work of the Center. This individual should have a deep and 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 who have demonstrated employment working on shelter development/advocacy shelter policy and public health policy. In addition, this role will be responsible for the creation of our wellness plan.

**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 sub-awardees, conferences, and other travel as required. 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 condition of grant deliverables which prioritize survivor safety and confidentiality and reflects survivor-defined advocacy along with an understanding of various research and evaluation approaches and implementation strategies, and supports and strengthens the fields' capacity to address global public health pandemics and related crisis.
3. Establish wellness plan under grant deliverable.
4. Develop covid response and plan for STTARS events, in particular our National Workgroup meetings.
5. As part of a team, assist in establishing and completing annual deliverables. All team input is valued and considered.
6. Identify the impacts of pandemics and other emergencies on the intersection of safe housing/shelter and gender-based violence.
7. Coordinates our subawards under this grant and identifies TA needs to share with Center.
8. Convenes sub-awardees on a regular basis for alignment with subaward deliverables, troubleshooting, and peer to peer opportunities.
9. Assists in organizing 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 and pandemics (when necessary):
  - a. capacity building leadership/planning
  - b. organizational development
  - c. succession planning
  - d. sharing of resources
  - e. understanding public health impacts to housing/gender-based violence in both on and off reservation communities.
10. 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- Led by the Director) and training and technical assistance (Led by Senior Housing Specialist);
11. Assist in 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.);
  12. Develop promotional materials and provide input on product deliverables;
  13. Assist in development of social media and other awareness campaign materials in collaboration with our Communications Team;
  14. 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;
  15. 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;
  16. Assist with and coordinate ARP Fund communication at direction of Senior Housing Specialist;
  17. Engage in capacity building and attend trainings for professional development and continuing education opportunities to assist job performance and supervisory responsibilities;
  18. Timely respond to requests for training and/or technical assistance and record in the NIWRC/STTARS TA ticketing system as appropriate;
  19. Engage and fulfill obligations set forth in assigned Memoranda of Understanding with partner organizations, and report back to the STTARS Housing Center;
  20. 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.
  21. Other duties or responsibilities, as assigned.

**Minimum Requirements:**

- Education – A bachelor's degree is required for this position.
- Experience – This is an entry level position, but two years minimum experience in public health, housing/shelter spectrum, and/or gender-based violence in both on and off reservation communities.

- 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 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 federal Office of Family Violence Prevention Services (OFVPS) grants to tribal domestic violence programs and shelters; HUD Office of Native American Programs (ONAP) funding; and tribal housing funding under OVW.
- 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 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 and 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

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*