



**NATIONAL
INDIGENOUS**
WOMEN'S RESOURCE CENTER

Job Title: ARP Technical Assistance & Training Specialist

Functional Department: Technical Assistance and Training

Job Reports To: Director of Technical Assistance and Training

Salary Range: \$58,000 - \$68,000, depending on experience

Exempt Non-Exempt

Open until position is filled

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 Technical Assistance and Training, the ARP TA/Training Specialist is responsible for assisting in the developing and managing NIWRC's TA and training initiatives related to the ARP Support for Survivors of DV and Sexual Assault from Culturally Specific Populations Grant. This position will ensure that the NIWRC's technical assistance/training and resource development specifically focused on the impact and response to the Covid-19 pandemic, is culturally, historically, and legally relevant and supports 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. The ARP TA/Training Specialist will work with staff, consultants, external strategic partners and sub-recipients to identify, develop and disseminate promising practices to support program capacity building, advocacy training and technical assistance concentrated on Covid 19 responses. This individual should have, in addition to strong familiarity to the impact and response on survivors of domestic and sexual violence due to Covid 19, a deep understanding of violence against Native women and the unique cultural values of tribal peoples and experience working in collaboration with community-based programs and national partner organizations.

Major Responsibilities, as Assigned by the Director of Technical Assistance and Training:

1. Provide immediate problem-solving technical assistance (TA), as related to Covid 19 impact/response, that prioritizes survivor safety and reflects survivor-defined advocacy, builds organizational capacity in delivering trauma informed, culturally relevant services for adults, children, and youth affected by domestic violence and sexual assault.
2. Promote and develop strategic partnerships, including those identified in Memorandums of Understanding (MOUs) with national technical assistance providers with expertise in culturally specific sexual assault and/or domestic violence services/advocacy, national technical assistance providers for LGBTQ two-spirited communities, and/or expertise working with urban Indian

organizations. Fulfill obligations set forth in assigned Memoranda of Understanding with partner organizations.

3. Coordinate strategic partnerships between sub-recipients and with national technical assistance providers to carry out these Covid related activities.
4. Over-see and provide TA and training to sub-recipients in coordination with national strategic partners to:
 - Develop and support innovative culturally specific community-based services and supports that enhance access to shelter services or advocacy and supportive services for survivors of sexual and domestic violence within Indian Country and urban Native communities.
 - Develop and assist in innovative culturally specific community-based non-residential services and supports that enhance intervention and prevention for all survivors of sexual assault, domestic violence, dating violence, and family violence within Indian Country, including urban and 2SLGBTQ native communities.
 - Strengthen the capacity and furthering the leadership development of organizations to address sexual violence and domestic violence in Indian Country, including urban and 2SLGBTQ native communities.

Promote local/ community-based strategic partnership development and collaboration, including with health systems, early childhood programs, economic support programs, schools, child welfare, workforce development, domestic violence, dating violence, and family violence programs, other community-based programs, community-based organizations serving individuals with disabilities, faith-based programs, and youth programs, in order to further a public health responses to support survivors of sexual violence, domestic violence, dating violence, and family violence from racial and ethnic specific underserved populations.

5. Oversee the development of capacity building training modules, in coordination with consultants.
6. Organize onsite visits to each subrecipient and peer to peer meeting sessions.
7. Identify and engage consultants to provide TA and training for capacity-building of tribal DV &/or SV programs development and/or expansion, including coordinated community responses.
8. Organize and offer, in coordination with the NIWRC Technical Assistance and Training Team, effective and contextualized, culturally relevant, training to domestic and sexual violence advocates and practitioners about violence against Native women related to Covid 19, including emphasis on capacity building, leadership and organizational development, and including, as needed, covid focused information packets for domestic violence sexual assault advocacy programs, including administrative and programmatic issues
9. Identify Covid related resource information for dissemination and inclusion in NIWRC's resource library, as appropriate, emphasizing available funding and grant management assistance, and information about promising practices and initiatives already underway that have made positive changes in their communities; to foster information sharing among parties interested in addressing the problem and developing creative solutions.
10. Engage in capacity building and attend trainings for continuing education opportunities to assist job performance.
11. Maintain open and timely communication with the TA/Training team on the status of assignments and ensure coordination with the Director of TA/Training on all requests for assistance.
12. Other duties or responsibilities, as assigned.

Minimum Requirements:

- Prefer a minimum of a B.A. or B.S. degree in an area of study deemed relevant. Master's degree preferred. Or demonstratable, comparable work experience.
- A minimum of four years working in the domestic/sexual violence field in tribal communities.

- Knowledgeable about the impact and responses to the Covid-19 pandemic on survivors in indigenous communities
- Exceptional 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.
- Demonstrated expertise in collaborating with community-based and national organizations.
- Experience with grant management/compliance
- 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.
- 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.
- 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.
- Willingness and ability to travel nationally.
- Competence working with virtual platforms (Zoom etc.), Google Docs, Excel and/or comparable applications/ software.

Work Habits:

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| • Collaborative | • Strategically forward looking |
| • Self-Starter | • Competent |
| • Organized | • Inspiring |
| • Reliable | • Ability to multitask and work under tight deadlines |
| • Respectful | |
| • Excellent communicator | |
| • Accountable | |
| • Honest | |