



**Job Title:** ARP Technical Assistance and Training Specialist, full-time

**Functional Department:** Technical Assistance and Training

**Job Reports to:** Director of Technical Assistance and Training

**Pay Range:** \$58,000 - \$68,000 annually, depending upon experience

Exempt  Non-Exempt

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

The National Indigenous Women's Resource Center, Inc. (NIWRC) is a Native-led nonprofit organization dedicated to ending violence against Native women and children. NIWRC provides national leadership in ending gender-based violence in Tribal communities by lifting up the collective voices of grassroots advocates and offering culturally grounded resources, technical assistance and training, and policy development to strengthen Tribal sovereignty.

Our mission is to provide national leadership to end violence against American Indian, Alaska Native, and Native Hawaiian women 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:**

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 COVID Testing, Vaccines and Mobile Health Units 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, and external strategic partners 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.

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

- Provides technical assistance and training, as related to COVID-19 impact/response, immediate problem-solving that prioritizes survivor safety and reflects survivor-defined advocacy, reflects an understanding of various research and evaluation approaches and implementation strategies to sustain organizational capacity in delivering trauma informed, culturally relevant services for adults, children, and youth affected by domestic violence and sexual assault throughout the COVID-19 public health emergency.
- Document and disseminate innovative practices developed by Tribes, Tribal domestic violence programs and/or Tribal coalitions to effectively deliver services remotely, provide COVID-19 testing, coordinate access to vaccines, and

partner with mobile health units or in other modes that mitigate the spread of the COVID-19 virus.

- Provide training, technical assistance, and resources/policy development that will help increase public awareness about best practices for providing access to COVID-19 testing, vaccines, and mobile health units for domestic violence survivors and their dependents, including lifting up best practices that support Tribal populations and rural communities in mitigating the spread of the COVID-19 virus and safely support domestic violence survivors.
- Network with Native domestic violence and sexual assault programs, Tribal coalitions, national Tribal organizations, 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 domestic violence against Native women.
- Establish an annual training schedule based on identified issues and needs, and in coordination with the Technical Assistance and Training Team, including the ARP Survivors of Domestic and Sexual Violence Technical Assistance and Training Specialist.
- Organize and offer, in coordination with the ARP Survivors of Domestic and Sexual Violence Technical Assistance and Training Specialist and TAT Team, effective and contextualized, culturally relevant training and resources to domestic and sexual violence advocates and practitioners related to violence against Native women and COVID-19, including:
  - Fact sheets, model policies, resources such as templates/emergency codes for COVID-19 housing, responses, etc.
  - Webinars focused on Q&A on COVID-19 related policies and practices, ARP grants.
  - Quarterly Conversations with The Field/Listening sessions, documenting the impact of Covid closures and responses, related Tribal disaster preparedness practices and policies and create materials to disseminate on best practices and model programming.
  - Develop resources for specifically for advocates (i.e., grieving, “burn-out,” wellness/supportive practices).
  - Develop survivors’ resources, including materials centered on culturally based practices and a resource guide on those practices and other wellness/supportive practices within the context of domestic and sexual violence.
- Identify COVID-19 related 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.
- Engage consultants to assist in research, resource development, facilitation of webinars and listening sessions, and provision of TA.
- Timely respond to requests for training and/or technical assistance and record in the NIWRC TA ticketing system as appropriate.
- 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.
- Other duties or responsibilities, as assigned.

### **Minimum Requirements:**

- Education – 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.
- 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 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, 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:**

- Collaborative
- Self-Starter
- Organized
- Reliable
- Respectful
- Excellent communicator
- Accountable
- Honest
- Strategically forward looking
- Competent
- Inspiring
- 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.*