



**Position Title:** Technical Assistance and Training Specialist, remote

**Functional Department:** Technical Assistance and Training

**Position Reports To:** Director of Technical Assistance and Training

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 (TA/Training), the TA/Training Specialist is responsible for assisting in the development and management of NIWRC's TA and training initiatives. This position will ensure that the NIWRC's technical assistance, training, 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, systemic responses, and the social change work inherent in ending violence against Native women. The TA/Training Specialist will work with staff, consultants, and external partners to identify promising practices engage in advocacy efforts to advance NIWRC's TA/Training goals. This individual should have a deep understanding of violence against Native women and the unique cultural values of tribal peoples.

**Major Responsibilities, As Assigned by Director of TA/Training:**

- Provides immediate problem-solving technical assistance (TA) 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 fields' capacity.
- As part of a team, assist in establishing an annual training schedule based on identified issues and needs.

- Network on a continuing basis with leaders of Tribal nations, Native domestic violence and sexual assault programs, Tribal coalitions, national Tribal organizations, the Domestic Violence Resource Network, and other key organizations to help identify types and scope of TA services to be provided concerning intimate partner violence/battering, domestic violence, sexual violence, dating violence, stalking, sex trafficking and other issues that intersect with violence against Native women.
- Assists in organizing, delivery and presenting effective and contextualized, culturally relevant training for domestic violence advocates and practitioners related to violence against Native women including capacity building, leadership and organizational development, succession planning, and information packets for advocacy programs, including administrative and programmatic issues, advocacy history of violence against Native women and laws and policies addressing violence against women crimes. This includes:
  - Assist in the development, delivery and facilitation/presenting of trainings and curriculum in collaboration with other staff or consultants, as appropriate, including on-site and web-based training events based upon individual training content, audience, format, etc.
  - Provide ongoing follow-up technical assistance to training participants as needed.
  - Assist in the development and dissemination of model Tribal community education and awareness campaign materials.
  - Assist 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 the identification of 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 content and NIWRC produced resources.
  - Assists with the identification of emerging issues, model Tribal programs, promising practices, and projects that have the potential to be replicated in Native communities.
  - Engage in capacity building and attend trainings for continuing education opportunities to assist job performance and supervisory responsibilities.
  - Timely respond to requests for training and/or technical assistance and record in the NIWRC TA ticketing system as appropriate.
  - Engage and fulfill obligations set forth in assigned Memoranda of Understanding with partner organizations.
  - 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 – A minimum of a B.A. or B.S. degree in an area of study deemed relevant. Master's degree preferred.
- Experience – A minimum of four years working in the domestic violence/sexual assault field in Tribal communities.
- Experience facilitating training and/or workshops.
- 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

**Apply:**

Applicants must apply by October 29, 2021. To apply, please submit a completed application with three references, a resume, cover letter, two writing examples, and two examples of training slide decks to [careers@niwrc.org](mailto:careers@niwrc.org).