



Position Title: Youth Program Specialist, full-time, remote

Functional Department: Technical Assistance and Training; Communications

Position Reports To: Director of Technical Assistance and Training

Salary Range: \$60,000 - \$68,000, depending on 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.

NativeLove encourages youth to reclaim what healthy love is and empowers them to define healthy relationships for themselves to promote non-violent, respectful, and safe relationships for youth, families, communities, and Tribal nations. As a project of NIWRC, NativeLove aims to restore our traditional ways of caring and Indigenous values of respect, honor, kindness, and compassion.

NIWRC is an equal opportunity employer. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.

Position Summary:

The Youth Program Specialist supports the development, planning, implementation, and response to NIWRC's youth initiatives and NativeLove project, including the development of its youth advocacy curriculum(s), resource materials, and public awareness activities. This position works to ensure its youth programs are culturally and historically relevant and support youth-engaged responses to gender-based violence and intersecting issues. The Youth Program Specialist will work with youth, staff, grassroots advocates, consultants, and external partners to identify promising practices to engage youth in advocacy and policy development efforts. This individual should have a deep understanding of gender-based violence, intersecting issues, and the unique cultural values and diversity of Indigenous peoples.

Essential Responsibilities and Duties:

- Supports the organization in implementing youth initiatives and resource development, curriculum development, and public awareness activities.

- Develops Indigenous youth advocacy curriculum(s) focused on gender-based violence and intersecting issues that prioritize youth safety; reflects grassroots Indigenous youth advocacy; reflects an understanding of various research and evaluation approaches and implementation strategies; and supports and strengthens the fields' capacity.
- Responds to technical assistance and information requests related to advocacy, tech and Internet safety, and responses to COVID-19 for youth, teens, and related audiences in a timely and effective manner.
- Collaborates across all NIWRC teams on youth programmatic and policy initiatives and resource deliverables.
- Assists in organizing, delivering, and presenting effective and contextualized, culturally relevant youth advocacy training and presentations for grassroots advocates and practitioners.
- Writes, edits and disseminates youth-specific and culturally based resource materials concerning dating violence, sexual violence, healthy relationships, consent and body sovereignty, and related topics after an analysis of technical assistance requests and review of identified gaps in the field.
- Promotes youth resource materials and conducts outreach at tables/information booths at local and national youth events and conferences.
- Identify youth and teen resource information for dissemination and inclusion in NIWRC's Online Resource Library.
- Writes youth-specific messaging and content for the organization's website, newsletters, announcements, social media, podcasts, PSAs, and publications.
- Leads the development of and executes high-impact national public awareness activities and campaigns, including but not limited to Teen Dating Violence Awareness Month, tech and Internet safety, and responses to COVID-19.
- Grows and cultivates NativeLove's online and social media communities (ex. website, Facebook, Instagram, Twitter) with a specific focus on outreach and engagement with Indigenous youth.
- Develops and plans content on a content calendar, including promotion of resources and public awareness campaigns.
- Establishes and maintains partnerships with local and national Native youth organizations and groups; networks with Indigenous advocates to disseminate resources, events, and information.
- Evaluates progress toward completion of deliverables and strategic goals, and reports outcomes to team directors.
- Helps maintain the brand identity of NIWRC and NativeLove.

Organizational Responsibilities and Duties:

- Supports a culture of positivity, collaboration, inclusion, and accountability within the organization.
- Supports NIWRC's and NativeLove's strategic plans, and communicates and reinforces outlined goals, strategies, and deliverables to staff in all conversations.
- Participates and helps facilitate meetings, setting agenda and timelines to meet team needs and deliverables.

- Stays current on Indigenous and youth/teen issues and needs in the U.S. and internationally; monitors new/emerging trends in social change.
- Works closely with team directors to ensure all supporting documentation is provided for proper grant, budget, and accounting operations.
- Researches best practices within the field and shares and integrates transformative ideas and approaches.
- Demonstrates the ability to positively lead, motivate and collaborate with others.
- Takes a solutions-oriented approach to promote positive working relationships and strengthens internal management and effective team building.
- Ability to offer and receive constructive feedback.
- Positively promotes the mission, vision, and strategic goals of the organization.
- Other projects and responsibilities may be added and/or changed at the discretion of the Executive Director and/or team directors.

Minimum Requirements:

- Education – 4-year college degree in early childhood education, child/youth development, counseling, social work, or relevant field.
- Experience – At least two years of professional, full-time work experience working with children and/or youth, as well as working in Tribal youth programs, ideally with a Native organization or Tribal program.
- Knowledge and/or understanding of Tribal, state, and national advocacy organizations working to effect social change and to address violence against Native women.
- Experience facilitating training and/or workshops.
- Exceptional research, analytical, writing, and editing skills.
- Excellent computer skills, including knowledge of various applications and virtual platforms such as Google Suite, Excel, Zoom, Slack, Around, and/or comparable applications/ software.
- Demonstrated ability to communicate complex and controversial issues and to convey information about the issues to both narrow and broad audiences.
- Some professional experience preparing social media content, managing, and coordinating social media platforms (ex. Facebook, Twitter, Instagram, Tiktok, SproutSocial).
- Ability to inform, plan, coordinate, collaborate, prioritize, and execute in a fast-paced environment, and to work effectively under rigid deadlines.
- Willingness and ability to travel locally, statewide, and nationally.
- Must demonstrate tact and grace under pressure.
- Must have the emotional and physical stamina to deal with a variety of stressful situations while maintaining a positive, solutions-oriented attitude.

Work Habits:

- Honesty and Integrity
- Collaborative
- Ability to meet deadlines and work under pressure
- Reliable

- Respectful
- Excellent communicator
- Strategic
- Progressive
- Inspiring

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.