

Alaska Native Women's Resource Center, Inc.
Vacancy Announcement
OVC Program and Outreach Specialist

Position Title: Program and Outreach Specialist
Salary: DOE
Date of Hire: To Be Announced
Location: Negotiable (Fairbanks, AK or off-site)

Scope of Position and Summary: The Alaska Native Women's Resource Center, Inc. (AKNWRC) seeks an informed, creative, mature, visionary individual to fill the position of Program and Outreach Specialist. The Program and Outreach Specialist is primarily responsible for the tribal outreach, development and promotion of the information and services of the AKNWRC, including:

- Provide Outreach to OVC Tribal Grantees
- Technical assistance/training, including the completion of tribal needs assessment
- Tribal government and crime victim services program engagement
- Assist Tribes with program development
- Recording data for reporting activities

The Program and Outreach Specialist will ensure that the AKNWRC's technical assistance/training and resource development are culturally, historically, and legally relevant and supports governmental, nonprofit, and tribal responses to the immediate crisis needs of Alaska Native people victimized by crimes and assist in and provide outreach for working with tribes in capacity building crime victim services programs and, support tribal responses to the immediate crisis needs of Alaska Native Crime Victims. This person will report to the Program Specialist Manager and will work with other staff, consultants/contractors/partners, and other OVC TA Providers and the Board of Directors.

ALASKA NATIVE WOMEN'S RESOURCE CENTER

Our main office is in Fairbanks, AK. The successful candidate(s) for this position may choose to work and live in Fairbanks, AK, or s/he may work off-site at a location of her/his choice. We are an equal opportunity employer offering an excellent salary. Position open until filled and dependent of grant funding. Salary is commensurate with experience.

About the AKNWRC:

Formally organized in 2015, the *Alaska Native Women's Resource Center* (AKNWRC) is a nonprofit organization dedicated to providing technical assistance, training and outreach with Alaska's 229 tribes and allied organizations. AKNWRC board members are Alaska Native women raised in Alaska Native Villages and have 150 years of combined experience in tribal governments, nonprofit management, domestic violence, and sexual assault advocacy (both individual crises, systems advocacy and grassroots social change advocacy at the local, statewide, regional, national and international levels), and other social service experience. AKNWRC's philosophy is that violence against women and other violent crimes in a tribal setting is rooted in the colonization of indigenous nations. For more information, visit www.aknwrc.org.

Responsibilities:

- Assist the Executive Director and work directly under, the Program Specialist Manger to coordinate with other staff and consultants/contractors, to ensure the timely and successful completion of funded goals, objectives and activities.
- Work with the Program Specialist Manager and Program Specialist Team to establish and disseminate an annual training schedule based on identified issues and needs. Be prepared to

coordinate, facilitate and serve as trainer on a wide variety of training topics at national, regional and tribal/local training events.

- Offer workshops to tribal programs, tribal coalitions, and other Native organizations that facilitate a tribally designed compliant crime victim services program development or enhancement.
- Document and complete outreach to OVC Tribal Grantees
- Promote model tribal programs/responses, tribal crime victim service program networking. Highlight successful tribal crime victim programs and policies, and projects that have the potential to be replicated in Native communities.
- Participate in culturally appropriate training and development. Develop, review, revise and disseminate training materials on a variety of training topics related to violence and victimization and trauma associated with crime victimization and including capacity building, leadership and organizational development, and information packets for advocacy programs, including administrative and programmatic issues, including, but not limited to: job descriptions, personnel and financial policies, victim advocacy training, understanding laws and policies addressing crimes against the Native population. All material developed shall be culturally, historically, and legally relevant.
- Help in development and disseminate model tribal community education and awareness campaign materials.
- Network on a continuing basis with leaders of tribal nations, Native domestic violence and sexual assault programs, tribal coalitions, national tribal organizations, including the OVC National TA providers, National Indian Resource Center, the Domestic Violence Resource Network and other key organizations to promote the mission and work of the AKNWRC.
- Develop and provide up-to-date resource information, including, but not limited to: available funding, program announcements, policy development, training events, news articles, information about programs 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; and to serve as a virtual distribution center for educational training modules etc., on the website and through other dissemination strategies.
- Other duties as assigned.

Qualifications:

- A minimum of 3 years of experience working in tribal advocacy or tribal crime victim services.
- A.A., B.A., B.S. preferred or equivalent work experience.
- A demonstrated understanding of the history of Alaska Native and American Indian tribal governments, laws and customs, and Federal Indian law.
- A demonstrated understanding of crimes against Native people and responses throughout the country, especially throughout Alaska Native villages and the lower 48 tribes.
- A demonstrated ability to forecast, develop and implement organizational initiatives. Ability to set priorities, provide follow-through, and provide evaluation of projects and efforts.
- Excellent project management skills, and demonstrated ability to collaborate with staff, consultants and partners.
- Excellent oral, written and interpersonal communication skills. Ability to resolve issues quickly and make decisions in a collaborative culture. Demonstrated ability to develop and maintain effective working relationships.
- Be a self starter as well as able to work as a team member.
- Ability to travel.

Interested applicants may apply by sending a cover letter, resume, and list of three references to Tamra Truett Jerue at tami.jerue@aknwrc.org .