



# Vacancy Announcement

## Law and Policy Specialist

Position Title: Law and Policy Specialist  
Salary: DOE  
Date of Hire: until filled  
Location: Fairbanks, Anchorage, or Juneau

### **About the AKNWRC:**

The Alaska Native Women's Resource Center (AKNWRC) is a non-profit Technical Assistance organization dedicated to strengthening local, tribal responses through community organizing efforts, advocating for safety for women and children especially domestic violence and/or sexual assault and many of the behaviors that are attributed to interpersonal violence and how it affects our villages and families. The AKNWRC provides technical assistance, policy development and systems engagement, training, materials and resource information, and guidance with evaluation/research regarding violence against "American Indian, and Alaska Native women." Our mission is to uphold the sovereignty of Indian nations so we can restore safety for Native women and their children.

### **Scope of Position and Summary:**

The AKNWRC seeks an organized, detail-oriented, and dedicated individual to fill the position of Law and Policy Specialist. Ideal candidates will have experience working with Tribes and Tribal

Communities and will be required to work in public advocacy and tribal justice.

The selected applicant will have the primary responsibility to support the AKNWRC's tribal law and policy work across the state, including creating and maintaining organizational systems within the Law and Policy (LAP) department, support Tribes and partner organizations, coordinate training and roundtables, assist with preparing presentations, and support Tribes statewide. In addition, a secondary focus will be assisting with the creation of Tribal Justice and Public Policy programs, research into public policy issues that affect Native communities, and assist with creating and implementing action plans which would include setting up meetings, training, sharing of information and resources, and trainings on domestic violence, sexual assault, stalking and related orders and public policy related to these issue areas.

Our offices are located in Fairbanks and Anchorage, AK. We are an equal opportunity employer. The position is open until filled and dependent on available funding (including grants and others).

Salary is commensurate with experience.  
Alaska Native/American Indian Preference  
does apply.

**Responsibilities:**

- Create and maintain organizational systems for LAP.
- Monitor, track, and report technical assistance provided by LAP to ensure the AKNWRC remains in compliance with grant requirements.
- Prepare quarterly reports of services provided, including the number of Tribal consultations, presentations, and community engagement.
- Assist with the creation of programs that will serve to inform Tribes and communities about tribal justice systems and the impacts of local, state, and federal policies.
- Provide assistance and oversee the organizational system of LAP, including, but not limited to, maintaining a calendar and schedule, tracking and reporting projects and trainings.
- Support the planning and implementation of tribal justice and policy trainings and roundtables.
- Work with LAP to create and disperse important information to Tribes about tribal justice and public policy.
- Create forms and processes to support LAP.
- Coordinate trainings.
- Other duties as assigned.

**Qualifications:**

- Minimum of a Bachelor's degree and /or non-profit administration experience, knowledge, and experience in public policy and/or tribal justice.
- At least 2 years of overall professional experience.
- Excellent computer skills; working knowledge of Microsoft Office Products, Google Docs, MacBook Programs, and related programs.
- Flexible and a self-starter; able to manage multiple priorities while also being highly detail-oriented.
- Excellent oral, written and interpersonal communication. Ability to resolve issues quickly and make decisions in a collaborative culture. Demonstrated ability to develop and maintain effective working relationships.
- A demonstrated understanding of the history of Alaska Native people.
- Ability to inform, plan, coordinate, collaborate, prioritize, and execute in a fast-paced environment, and to work effectively under rigid deadlines.
- Personal qualities of integrity, credibility, and a commitment to the AKNWRC's mission.

Interested applicants may apply by sending a cover letter, resume, writing sample, and two professional or personal references to [recruitment@aknwr.org](mailto:recruitment@aknwr.org).