



## Vacancy Announcement Program Specialist

Position Title: Program Specialist  
Salary: DOE  
Date of Hire: until filled  
Location: Fairbanks

**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 Specialist. The Program Specialist is primarily responsible for the development and promotion of the information and services of the AKNWRC, including:

- technical assistance & training;
- tribal government and service program engagements;
- the recording of data for reporting activities

The Program Specialist will ensure that the AKNWRC's technical assistance/training resource development is culturally, historically, and legally relevant and supports tribal responses to the immediate crisis needs of Alaska Native Crime Victims. This person will report to the Executive Director and will work with other staff, consultants/contractors, other TA Providers, and the Board of Directors.

Our main office is in Fairbanks, AK. The successful candidate(s) for this position may choose to work and live in Fairbanks, AK. 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:** The Alaska Native Women's Resource Center is a non-profit Technical Assistance organization dedicated to strengthening local, tribal response 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 effects our villages and families. The AKNWRC provides technical assistance, policy development and system engagement, training, materials and resource information and guidance with evaluation/research regarding violence against "American Indian, Alaska Native women. Our mission is to uphold the sovereignty of Indian nations so we can restore safety for Native women and their children.

### **Responsibilities:**

Assist the Executive Director, and coordinate with other staff and consultants/contractors, to ensure the timely and successful completion of funded goals, objectives and activities.

- Work to establish and disseminate an annual training schedule based on identified issues and needs. Be prepared to coordinate, facilitate and serve as faculty 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 facilitating a tribally designed compliant crime

victim services program development or enhancement.

- Track emerging issues, model tribal programs/responses, promising and trauma- and evidence-informed interventions and policies, and projects that have the potential to be replicated in Native communities.
- Participate in culturally appropriate curriculum development. Develop, review, revise and disseminate training materials on a variety of training topics related to Crime Victim Services Programs including capacity building, leadership and organizational development, succession planning, and information packets for shelter/sexual assault 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 Native people. All material developed shall be culturally, historically, and legally relevant.
- Network on a continuing basis with leaders of tribal nations, tribal coalitions, national tribal organizations, including national technical assistance providers 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, research results, promising and trauma- and evidence-informed interventions and policies, 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; and to serve as a virtual distribution center for educational training modules etc., on the website and through other dissemination strategies.
- Provide 24/7 on-call Technical Assistance for rural advocates on a rotating schedule.
- Other duties as assigned.

**Qualifications:**

- A minimum of 3 years of experience working in the Crime Victims field in tribal communities.
- A B.A. or B.S. degree is required or equivalent 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 violent crimes and responses throughout the country, especially throughout Alaska Native tribal villages and the lower 48 tribes.
- Understanding and experience working with Alaska Native cultures.
- 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 lead, motivate and direct staff and consultants/contractors.
- 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.
- Computer literacy required, experience with data collection helpful.
- Ability to work in a fast-paced work environment with a dynamic team.
- 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, certificate of good standing, writing sample and list of two references to [recruitment@aknwrc.org](mailto:recruitment@aknwrc.org) .