

MINNESOTA INDIAN WOMEN'S SEXUAL ASSAULT COALITION

1619 Dayton Ave Suite 202 • St. Paul, MN 55103

National Technical Assistance & Training Tribal Technical Assistance & Training Coordinator Full-time Exempt Position

About the Organization

The Minnesota Indian Women's Sexual Assault Coalition (MIWSAC) is a state-wide Tribal sexual assault coalition, working to support advocates and survivors in Minnesota since 2001. Over the last 20 years, our work has expanded to providing training, technical assistance, and support around sexual assault and sex trafficking across the country. We provide culturally-led training and support to communities, as well as work towards shifting policy and societal structures. While our work is led by Indigenous values and decolonizing practices, we also know our work is inextricably linked to other anti-oppression work. MIWSAC centers our work in healing and social justice principles, the voices & needs of survivors/communities, and using our Traditional ways to best support Indigenous survivors.

About the Position

MIWSAC is seeking someone to join our National Training and Technical Assistance team. The Tribal Technical Assistance and Training Coordinator will lead our technical assistance project focusing on supporting OVW Tribal Sexual Assault Services Program (TSASP) grantees. There are currently 39 TSASP grantees across Indian Country and Alaska. Support to the grantees will include providing technical assistance such as training opportunities & peer-to-peer support. This position will be responsible for the coordination and completion of grant deliverables, including supporting individual grantees as well as collective opportunities for all grantees. This position will work with other staff in developing communications and supporting the behind-the-scenes logistics of training opportunities.

CORE RESPONSIBILITIES:

Program Coordination:

- Work with MIWSAC staff and project partners to vision and plan Training and Technical Assistance (TTA) for TSASP grantees, including ensuring that timelines and tasks are completed. This includes holding the "big picture" of the grant as well as detailed planning.
- Work with funders and project partners to deliver accurate and timely support to grantees.
- Support review of current resources and development of new resources for grantees which may include PowerPoints, outreach materials (including for Sexual Assault Awareness month), resources, multi-media resources, and others.
- Ensure efforts and activities are properly documented for internal use and external reporting purposes, including overall grant management .
- Assess and adjust programmatic plans to ensure a high level of training and technical assistance delivery.

Training & Technical Assistance (TTA):

- In collaboration with MIWSAC's National TTA Team, this position leads the coordination and delivery of TTA opportunities for TSASP grantees. This includes delivery of MIWSAC's 40-Hour Sexual Assault Advocacy training as well as grantee institutes.
- Coordinate and conduct virtual trainings and/or TA to support the unique advocacy needs around sexual violence in Tribal communities.
- Plan, develop, and implement monthly Connect & Reflect calls with grantees.
- Identify and coordinate in-person site visits and trainings, based on grantee needs.
- Work as part of MIWSAC's National Training and Technical Assistance team, to coordinate efforts of TTA on sexual violence and sex trafficking.

Other duties as needed, which may include internal projects, work with outside partners, supporting the Minnesota work with membership, and additional things as they arise.

Ideal Qualifications

- 3 or more years providing training and/or technical assistance on sexual violence.
- Experience providing survivor-centered advocacy.
- Experience working with American Indian/Alaska Native people and communities.
- Experience with grant management and knowledge of federal grant requirements.
- Prior experience creating resources and training materials, including a knowledge of accessibility needs and adult learning principles.
- Program coordination experience, including developing timelines and navigating multiple deliverables.
- Time and project management skills; ability to pivot to meet current events and organizational needs.
- Strong written and verbal communication skills.
- Proficiency in both Google Suite and Microsoft Office applications.
- Ability to organize and prioritize work and meet deadlines in a fast-paced environment.
- Collaborative skills with the ability to exercise independent judgment.
- Steadfast commitment to collective liberation and ability to speak and unite those behind MIWSAC mission and vision.

**Please apply even if you feel you do not meet ALL of the qualifications. We will be holistically looking at all candidates even if some qualifications are not met. MIWSAC strives for equitable hiring and we know that many women and BIPOC people historically don't apply to jobs if they are missing qualifications.*

Other Information:

This position will report to the Operations Director. This position can be based remotely (in Minnesota or nationally) or at our office in St. Paul.

Salary range: starting salary will be between \$55-60,000 based on qualifications, experience, and other factors. MIWSAC offers a full package of benefits including health & dental insurance, matching retirement, investment in personal development, and an expansive time off policy.

To Apply

Please email a resume & cover letter to jscoggin@miwsac.org. We are seeking to fill this position as soon as possible, and are accepting applications until the position is filled. Priority will be given to applications received by June 10, 2022.

In your cover letter, please address the following (one page)

- Describe one thing you see as a gap or growing area of need within Tribal communities related to sexual violence.
- How do you see this role as part of the broad anti-oppression movement?