

# MINNESOTA INDIAN WOMEN'S SEXUAL ASSAULT COALITION

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

## National Technical Assistance & Training National Sex Trafficking Program Coordinator

Full-time Exempt Position

Location: Remote or in office in St. Paul, MN

Salary: \$50,000-60,000

*We are an equal opportunity employer offering an excellent compensation package.*

*Interested candidates, please email a resume & cover letter to [contact.us@miwsac.org](mailto:contact.us@miwsac.org) by March 3, 2023. While we are seeking to fill this position as soon as possible, applications will be accepted on a rolling basis until the position is filled.*

### **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 indigenizing 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 looking for a person to join our National Training and Technical Assistance Team. This position will coordinate our OVW-funded National Sex Trafficking in Indian Country & Alaska project. Human trafficking is an important advocacy issue in our American Indian/Alaska Native (AI/AN) communities, and this project works to increase knowledge and capacity around addressing and developing responses. Community connection will be integral within this position, including provision of training and technical assistance to communities, including site visits, presentations at trainings or conferences, hosting virtual trainings and/or listening sessions, and individual work with communities and/or programs. This project also coordinates hosting of an annual national conference on sex trafficking, with the Program Coordinator taking the lead on planning and development of the conference. This role will work closely with MIWSAC staff and project partners to develop, implement, and evaluate a comprehensive strategy for the work of this project. In addition to leading the Sex Trafficking program, this role will also support other national technical assistance and training projects and work of MIWSAC.

### **CORE RESPONSIBILITIES:**

#### **Training & Technical Assistance:**

- Plan, develop, and implement in-person and virtual site visits, workshops, conference planning, and webinars around sex trafficking against Indigenous peoples;

- Staying up-to-date with trends, resources, and on-the-ground experiences to trafficking;
- Provide technical assistance and support for communities and programs seeking to enhance their capacity and skills around serving Indigenous survivors of sex trafficking including policy development and outreach
- As needed, develop resources, including samples, templates, adaptable trainings, and fact sheets to support awareness efforts, capacity building, and other topics
- Work with the MIWSAC national technical assistance team to support the other national training and TA projects on sexual violence and sex trafficking.

### **Conference Planning**

- Lead the planning process for MIWSAC's annual *Strengthening Sovereign Responses to Sex Trafficking in Indian Country and Alaska* national conference. This includes all parts of event planning such as grant compliance, budget planning, hotel/event site coordination, agenda development, securing presenters, completing contracts, and other components.
- Coordinate with MIWSAC staff, funders, and project partners to ensure conference details and implementation timelines are being met.

### **Program Coordination**

- Work with partners and consultants in planning stages and throughout the life of this project to ensure the vast and varying needs of communities are adequately addressed
- Work with MIWSAC staff to develop timelines for project deliverables, including social media, website, and dissemination plans
- Participate in meetings with funders and project partners as needed
- Work with MIWSAC staff to ensure all grant requirements are met and adhered to, including reporting on deliverables

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 of experience in project coordination work.
- 3 or more years providing trainings and/or technical assistance on sexual violence.
- Experience working with American Indian/Alaska Native people and communities.
- Policy and stakeholder engagement experience.
- Prior experience creating resources, including knowledge of best practices and principles of ADA & accessibility needs related to resources.
- Time and project management skills; ability to pivot to meet emergent needs.
- Strong written and verbal communication skills.
- Ability to organize and prioritize competing tasks and deadlines.
- Proficiency in both Google Suite and Microsoft Office applications.
- Strong attention to detail.
- 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 as described. MIWSAC is committed to building an inclusive organization and will be looking holistically at candidates. We strive for*

*equitable hiring and know that many women and BIPOC people historically do not apply for jobs if they are missing some qualifications.*

**Other Information:**

This position will report to the Operations Director. This position can be based remotely or at our office in St. Paul, MN.

Salary range: starting salary will be between \$55,000 - \$65,000 based on qualifications, experience, and other factors; includes full package of benefits including health and dental insurance, matching retirement, investment in personal development, and an expansive time off policy.