

MINNESOTA INDIAN WOMEN'S SEXUAL ASSAULT COALITION

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

National Technical Assistance & Training Project Beacon 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 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

This position is part of MIWSAC's National Training & Technical Assistance Team. The focus is on supporting OVC-funded Project Beacon grantees as they work to develop, enhance, and sustain human trafficking services in Urban Indian communities. This includes development and facilitation of individual training and technical assistance to sites, provision of virtual trainings, hosting monthly grantee meetings, and development of resources focused on enhancing the understanding of trafficking of Indigenous people in urban spaces. This position requires a solid understanding of human trafficking, how to support culturally-designed programming, and relationship-building with grantee communities. The coordinator 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, annual meetings, and webinars around human trafficking and program development
- Host monthly grantee engagement calls
- Develop or revise resources, including samples, templates, adaptable trainings, and fact sheets to support awareness efforts, capacity building, and programmatic work

- Provide technical assistance and support for communities and programs seeking to enhance their capacity and skills around serving Indigenous survivors of human trafficking, including policy development and complexities of human trafficking
- Work with the MIWSAC national technical assistance team to support the other national training and TA projects on sexual violence and sex trafficking.

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 or required
- 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 doing project coordination.
- 3 or more years providing trainings and/or technical assistance on human trafficking and/or sexual violence.
- Experience working with American Indian/Alaska Native people and communities.
- 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 \$50,000 - \$60,000 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.