

JOB ANNOUNCEMENT



POSITION: Coalition Support Staff
SALARY: \$ 16.00 per hour
HOURS: Part-Time (32 hour/week), Limited position
REPORTS TO: Coalition Director
CLOSING DATE: January 2nd, 2017

Mending the Sacred Hoop is a local Native staffed program organized to provide training, material and technical assistance to strengthen the response of tribes to address domestic violence and sexual assault against Native American and Alaska Native Women throughout the state of Minnesota.

POSITION PURPOSE: The Coalition Support Staff is responsible for building and maintaining relationships with the Minnesota Indian Women's Sexual Assault Coalition's membership and is also responsible for doing outreach to increase membership and to develop strong alliances with other groups and organizations.

ESSENTIAL JOB FUNCTIONS:

1. Willingness to learn about domestic violence and sexual assault and how it relates to Native Women
2. Coordinate and organize events and statewide trainings
3. Create and gather information by survey or telephone calls
4. Work with a team to help develop training curriculum and resource materials related to violence against Native women
5. Ability to travel and fill in for trainings/presentations around the state
6. General Office work
7. Participate in team, staff, and agency meetings
8. Perform other related duties as assigned
9. Must have valid driver's license, insurance and vehicle for traveling purposes

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to commit to a weekly work schedule
2. Self-directed and motivated and able to work independently
3. Ability to handle details and meet deadlines
4. Knowledge of basic computer skills
5. Demonstrated knowledge of Violence Against American Indian & Alaska Native women and related issues and commitment to ending violence against women
6. Demonstrated knowledge and experience working with Native American programs/community
7. Ability and willingness to work with a team management approach
8. Must be comfortable speaking in front of tribal community members and general public

TO APPLY:

Please Send Application and Resume to:

Alyxis Feltus

Sacred Hoop Coalition

202 West 2nd Street

Duluth, MN 55802

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