



## Mending the Sacred Hoop Inc.

Position Title: Program Development Coordinator

Reports To: Executive Director

Salary: \$65,000- \$75,000

**MENDING THE SACRED HOOP, INC (MSH)** Mending the Sacred Hoop works from a social change perspective to end violence against American Indian/Alaska Native people while restoring safety, sovereignty, and sacredness of Native relatives. Mending the Sacred Hoop is dedicated to strengthening the voice and vision of American Indian/Alaska Native peoples. This approach is founded on inclusive grassroots organizing from within communities and the restoration of Native-centered leadership in addressing domestic and sexual violence.

### **Program Development Coordinator**

The Program Development Coordinator is responsible for providing support to the American Indian/Alaska Native programs and communities throughout Minnesota. This position will ensure MSH grants are implemented, the needs of programs are met, engage communities and individuals in the work of the MSH in addressing domestic violence. Working closely with the MSH program team and the Executive Director, the Program Development Coordinator will develop strategies and implement grant goals, various programmatic tasks, increase community engagement in addressing the DV/SA issues through a culturally centered lens. This role requires extensive communication with individuals and organizations. Knowledge and experience of various means of engagement including in-person speaking/presenting, grant implementation and reporting requirements. Engage in various MSH social media channels.

Time management, the ability to prioritize competing deadlines and relationship building skills are a crucial component of this position. Work independently, have access to internet, work as a team, good communication skills. Understand and promote the MSH mission and message of Mending the Sacred Hoop Tribal Coalition.

### **Responsibilities**

- Support Tribal membership programs growth and development. Assist with planning and coordination of MSH projects and activities within project scope, timeline and budgets.
- Implement MSH grant goals and objectives. Work to keep MSH and Tribal programs on schedule, within stated budgets and functioning smoothly.
- Implement MSH project develop training strategies and implement outreach activities to Tribal/Native communities (including urban Native communities) throughout MN and nationally.

Mending the Sacred Hoop Inc., 202 2<sup>nd</sup> St Ste.100, Duluth, MN 55802

Toll-free 888-305-1650 - [www.mshoop.org](http://www.mshoop.org)



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- Work closely with Executive Director implementing and maintaining MSH grants.
- Communicate with coalition membership, programs, and other Minnesota state and Tribal coalitions.
- Create and maintain records, reports, presentations in master files.
- Facilitate positive relations between the MSH team, the public, and the media. Other departments within the organization, and all other involved parties.
- Provide information and training on domestic & sexual violence in Indian Country.
- Assist in the development of materials, trainings/webinars across MSH projects.
- Assist in developing social media campaigns for outreach and awareness purposes.
- Assist in MSH events, including community on-site trainings, and traditional ceremonies for domestic/sexual violence survivors and coalition members.
- Support the implementation of grant funded project activities in collaboration with MSH project teams and coordinators.
- Participate in MSH team meetings and mtgs that support MSH mission, grants and planning and outreach events as needed and assigned.
- Perform other related duties as assigned.
- Required to travel and provide training/presentations throughout MN, and participate in national events, as required by funders or for staff development.

### Qualifications

- Understanding of grant-funded projects, including activities, timelines, and funders.
- Strong communication and teamwork skills: inter-personal, professional, and one-on-one.
- Works well independently and within a team of co-workers and other program partners.
- Excellent writing, verbal and computer skills (Microsoft Office Suite).
- Experience with audio-visual support and the coordination of training material.
- Experience implementing events and training.
- Experience with various communication methods, i.e. Facebook, Instagram, Twitter
- Must be comfortable speaking in a public forum and with tribal leadership.
- The ability to problem solve, work in high-pressure situations, and meet short deadlines.
- Strong working knowledge of Microsoft Office and other related software.
- Demonstrated knowledge and understanding of systemic and institutional responses to violence against Native relatives.
- Ability to communicate community organizing values from a social change perspective and incorporate into coalition and Technical Assistance work.
- Required to travel and must provide a valid driver's license, have insurance and a suitable vehicle.

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