



Mending the Sacred Hoop Inc.

Call for Proposal

Program Development Coordinator

Due: January 30th, 2025

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

We invite you and your expertise to join us in a collaborative effort to support our Minnesota Programs to fully engage Tribal programs in identifying key areas of success and improvement in their existing policy and procedures. This will offer vital information to assist in creating/improving a sustainability plan/policy for emergencies and a healthy indigenous community.

MSH is soliciting for a Program Development Coordinator proposal that presents best practices to increase public safety & awareness through Sustainability Planning/Policy and ensure programs will be able to continue services during an emergency to DV/SA survivors.

Create a guiding template for program sustainability and emergency preparedness based on assessment conducted in 2023 to address program response to victim/survivors of domestic/sexual violence.

Consultant will work with staff to reach out to a minimum of 15 programs that provide support services to American Indian/Alaska Native DV/SA survivors to identify 3-6 programs who may want/need assistance to create/modify procedures/policies as it pertains to program sustainability and/or emergency preparedness.

Time management, the ability to prioritize competing deadlines and relationship building skills are a crucial components 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.

Proposal should include:

- Resume to include
 - Contact information (name, address, email, phone);
- Tribal Affiliation (s);

Mending the Sacred Hoop Inc., 202 East Superior St Ste.100, Duluth, MN 55802

Toll-free 888-305-1650 - www.mshoop.org



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- Qualifications in understanding American Indian/Alaska Native process;
- Why are you interested;
- How will you meet or exceed accessibility standards including attention to font, size, and colors;
- Timeline to complete tasks by June 01, 2025;
- Budget up to \$20,000;
- Three references including
 - First and Last Name, email, phone number, relationship

Key Dates:

1. February 28, 2025: Connect with 15 programs that are either Tribally based programs or work with a majority of American Indian/Alaska Native victims of Domestic/Sexual Violence victims;
2. February 28, 2025: Identify minimum of 3-6 Programs to assist create/modify procedures/policies as it pertains to program sustainability and/or emergency preparedness;
3. March 1, 2025 Begin work;
4. April 1, 2025 Template and final draft for 1-2 policies completed;
5. May 1, 2025 3-6 policy drafts completed;
6. May 31, 2025 all policies completed;
7. June 1st, 2025 send off policies for print
8. June 15, 2025 distribute policy's

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).
- 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.
- Some travel may be required and must provide a valid driver's license, have insurance and a suitable vehicle.

Please send Cover Letter and Resume to: contact@mshoop.org We look forward to hearing from you!

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