



Mending the Sacred Hoop, Inc.



Open Position Title: Operations Coordinator

Reports To: Executive Director and/or Assigned Supervisor

Yearly Pay Scale: \$32,500 - \$37,500 (16hrs/wk)

Mending the Sacred Hoop, Inc. is committed to strengthening the voice and vision of Native peoples. We work to end violence against Native relatives and children while restoring the safety, sovereignty, and sacredness of Native women. Our work to restore the status of Native relatives is organized through programming that provides technical assistance, grassroots organizing, advocating, organizing Native women through leadership strategies, and special projects dedicated to the safety of Native relatives and their children.

Operations Coordinator Responsibilities:

This position will Support the Executive Director, Program Engagement and Program Development Specialist by:

- Ensuring information is shared internally and with membership;
- Assisting in the coordination of meetings, trainings, conferences, webinars, community events, announcements, registration, travel, evaluations, and related organizational logistics;
- Assist in maintaining grant activities for reporting purposes;
- Purchasing supplies for activities/events and maintain grant-funded budget in accordance with organizational policies and applicable state and federal grant requirements;
- Maintaining expenditure records/ purchase logs, receipts, and supporting documentation;
- Updating social media platforms;
- Work to maintain positive working relationships with coalition members, Tribal Nations, community partners, and stakeholders to support the mission and activities of Mending the Sacred Hoop.
- Performing other related duties as assigned.

As part of our checks and balances, this position holds a financial responsibility to ensure all purchases and expenditures are allowable and within state and federal grant guidelines. Making purchases, tracking expenditures, maintaining monthly purchase logs, receipts, and in regular communication with fiscal staff and ED. This entails a small portion of time allotted each month across all grants.

Qualifications:

- Must be able to implement the position required duties.
- Must be motivated, self-directed, and organized with attention to detail.



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- Must be able travel and have a valid driver's license and maintain insurance.
- Demonstrated knowledge of reservation, rural and urban Tribal Communities and culture, tribal institutions, and organizations.
- Hold a basic understanding federal Indian policy and how it impacts tribal communities, especially in the area of crimes against Native women.
- Must have experience with and a passion for working with survivors of domestic violence, dating violence, sexual assault, stalking, sex trafficking, and missing and murdered indigenous relatives.
- Requires the ability to understand grant requirements to coordinate and implement activities related to the development of a tribal domestic violence coalition.
- Complete a 40 hour Domestic Violence Advocacy Training held by MSH.
- Experience implementing statewide events and training.
- Must be committed to working within a social justice framework.
- Requires the ability to organize, deal effectively with the public, communicate effectively both verbally and in writing, follow directions and work as a member of a team as well as independently.
- Must be able to operate a computer, be proficient with excel, word processing and presentation software, social media, and other technology.
- Public speaking or presentation experience is a plus.

Please send a cover letter, resume and references to:

Cinnamon Bankey, Executive Director

Mending the Sacred Hoop

202 E. Superior Street, Ste 100

Duluth, MN 55802

Phone: 218.623.4667 ext. 128

Email: contact@mshoop.org

No Later than July 15, 2026