

## **JOB DESCRIPTION**

<b>POSITION:</b>	<b>Program Coordinator</b>
<b>PROGRAM:</b>	<b>Minnesota Indian Women's Sexual Assault Coalition (MIWSAC)</b>
<b>SALARY:</b>	<b>DOQ</b>
<b>BENEFITS:</b>	<b>Full medical, dental, and vision for employee and any dependents; three weeks of paid vacation per year; employer-matched 401k plan; two week of paid sick time per year; generous holiday schedule, including the last week of December</b>
<b>HOURS:</b>	<b>Full-time</b>
<b>REPORTS TO:</b>	<b>Executive Director</b>
<b>LOCATION:</b>	<b>St. Paul, MN; Remote candidates will be considered</b>

**ABOUT MIWSAC:** The Minnesota Indian Women's Sexual Assault Coalition (MIWSAC) is a tribal organization dedicated to ending sexual violence against Indigenous people. We are the tribal sexual assault coalition for the state of Minnesota, and we also run multiple national technical assistance and training projects with the Office on Violence Against Women. We provide training and support to advocates and social service agencies who work in tribal communities or who work with Native people living in urban areas. MIWSAC continually centers the teachings of our grandmothers in our work to end sexual violence, and we believe that culturally specific strategies are one of the keys to ending violence in our communities.

**POSITION PURPOSE:** The Program Coordinator manages the National Training and Technical Assistance Project on Sex Trafficking in Indian Country. This position is responsible for the delivery of regional, statewide, and national technical assistance and training on addressing sexual violence, specifically sex trafficking. The Program Coordinator is the lead on planning the bi-annual national conference on sex trafficking in Indian Country and national roundtables on best practices in responding to sex trafficking in Indian Country.

### **WHAT WE'RE LOOKING FOR IN THIS POSITION:**

We're looking for someone who is comfortable working independently and managing large programs on a national scale. If you like a blend of behind-the-scenes work organizing events and speaking in public to provide training and technical assistance, then this position might be a good fit for you. Experience in providing trainings and working with grants through the Office on Violence Against Women is ideal, but if you're excited to learn and have a working knowledge of the impact of sexual violence on Indigenous communities, we strongly encourage you to apply. This position does require regular overnight travel (up to 40% of your time) both locally and nationally for up to a week and a half at a time.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Identify, plan, and provide training and technical assistance to OVW tribal grantees across the United States
2. Coordinate the development of culturally specific materials on addressing sexual violence, particularly sex trafficking in Indian Country
3. Plan and organize national roundtables on sex trafficking in Indian Country
4. Work with OVW tribal grantees to provide on-site technical assistance and training on sex trafficking in Indian Country
5. Plan and coordinate bi-annual national conference on sex trafficking in Indian Country
6. Provide remote technical assistance, training, and resources to grantees upon request
7. Assist with grant writing and complete semi-annual reports for the trafficking project
8. Manage partnerships with outside organizations as related to the sex trafficking in Indian Country project
9. Respond to other duties as assigned by the Executive Director

### **DESIRED QUALIFICATIONS:**

- Applicants must have working knowledge of the issues facing sexual assault survivors and the impact of sexual violence, particularly as it relates to trafficking of Indigenous people
- Experience in coordinating and providing training on addressing sexual violence, including sex trafficking
- Two to five years previous work experience, preferably in a field related to sexual assault
- Experience with providing national technical assistance and training
- Experience with developing written resources, creating social media posts, writing press releases, and writing grants
- Strong computer/technical skills preferred, including knowledge of Microsoft Office programs, social media platforms, Google Drive, and Squarespace.
- Demonstrated event planning abilities, for groups up to 500 people
- Ability to work flexible hours; some weekends and nights may be required
- Valid Driver's License with a satisfactory driving record required. Must have own vehicle and be willing to travel.

**ADDITIONAL ATTRIBUTES:**

- Commitment to embodying anti-oppressive beliefs in your work, including centering the voices and experiences of Black folks, Indigenous folks, people of color, trans and nonbinary folk, Deaf people, people with disabilities, queer and LGBA individuals, immigrants, undocumented folks, and all others who face systemic violence and oppression.
- High level of attention to detail and ability to multitask
- Receive and relay feedback constructively
- Ability to work independently and self-manage to achieve goals while being a strong team player
- Ability to organize, meet deadlines, adjust to changing priorities, and delegate appropriately

**TO APPLY:**

Please send cover letter and resume to:  
Nicole Matthews  
Minnesota Indian Women's Sexual Assault Coalition  
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