



Domestic Violence (DV) Tribal Outreach and Advocacy Specialist Restoring Ancestral Winds, Inc. (RAW)

Classification

Full-Time, Hourly, Non-Exempt

Salary

\$18.75 hourly rate/40 hours per week/\$39,000. Annual

Location

Sandy, Utah

Reports to: Executive Director

Mission Statement

Restoring Ancestral Winds, Inc.'s mission is to support healing in our indigenous communities. We will: advocate for healthy relationships; educate our communities on issues surrounding stalking, domestic, sexual, dating and family violence; collaborate with Great Basin community members and stakeholders; honor and strengthen traditional values of all our relations.

JOB DESCRIPTION

Position Summary

Restoring Ancestral Winds, Inc. is seeking a creative, passionate individual who is dedicated to making a positive impact in the community. The RAW DV Tribal Outreach and Advocacy Specialist with strong interpersonal skills, including relationship/trust building and effective communication will assist Native American Tribal Nations in the Great Basin to develop, coordinate and implement community outreach and membership program. The RAW outreach and advocacy program is designed to build communication and collaboration between agencies who serve Native American domestic violence victims/survivors. The role of a DV Tribal Outreach and Advocacy Specialist will represent RAW at community functions and events. The DV Tribal Outreach and Advocacy Specialist will serve on committees and task forces and act as the liaison between RAW and its member's. In coordination with the RAW executive director, will develop and initiate a comprehensive communications and membership plan to expand RAW's organizational reach and engage key stakeholders.

Position Activities & Responsibilities

- Conduct outreach activities to educate the community about RAW's mission and programs.
- Represent RAW at community events.
- Develop RAW outreach, education and membership program.
- Maintain and develop media contacts, write press releases, and public service announcements and national awareness month campaigns.
- Work with RAW Team on social media including the RAW website and monthly newsletter.
- Develop and maintain an email list and communication database.

- Maintain databases, prepare reports, and manage correspondence.
- Handle all questions, information requests, and complaints regarding membership.
- Processing membership applications, renewals, and complaints regarding membership.
- Maintaining and updating membership applications, renewals, and resignations.
- Developing and implementing strategies to recruit new members.
- Prepare membership marketing materials and organize events and activities for existing and prospective members.
- Support and coordinate relevant community education, public outreach and legislation.
- Advocate for victims' rights.
- Adhere to RAW philosophy, policies and procedures.
- Other duties as assigned.

QUALIFICATIONS

Education: High school diploma/GED and some college.

Experience:

- Experience advocating for victims/survivors of domestic violence.

Skills:

- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Proficiency in using Microsoft Office and other relevant software.
- Highly organized.
- Excellent writing and editing skills.

Other Requirements:

- Self-motivated, able to work well in a team environment, and willing to actively contribute to creating a positive work culture.
- Ability to adhere to Violence Against Women Act (VAWA) confidentiality provisions.
- Ability to work some weekends, late nights, holidays and special event hours.
- Must have completed or be able to complete 40 hours of Victim Advocacy Training provided by a Tribal or State Domestic Violence and/or Sexual Assault Coalition. If not completed prior to hiring this requirement may be met by completing the earliest training available after hiring.
- Understanding and willingness to support the RAW mission statement.

Preference will be given for the following qualifications:

- Experience working in Native American communities.
- Understanding the intersections of oppression as it perpetuates a culture of violence and creates barriers to accessing sexual violence response services.
- Experience addressing systematic oppression and the needs of marginalized and underserved populations (Native American tribes and LGBTQ+/Two-Spirit) and the barriers they encounter in accessing safety and support.
- Demonstrated awareness of the impact of trauma on individuals, organizations, and communities.

Work Environment

This job operates in a professional office environment with occasional local, regional and national travel. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, stand and talk. The employee frequently is required to sit for extended periods.

Position Type and Expected Hours of Work

This is a full-time position. Initial expected work hours will be from 8am-5pm Monday through Friday. Evening and weekend hours may be required as the outreach and advocacy program develop. The RAW DV Tribal Outreach and Advocacy Specialist will work with the Executive Director to periodically assess scheduling needs to provide outreach, advocacy and membership services. Some flexibility in hours is allowed with Executive Director's approval, but the employee must be available to work 40 hours each week to maintain full-time status.

Travel

This position will require travel to participate in local and regional meetings, workgroups and training. Some out of state travel may be required to participate in national conferences and training. Employees must have access to reliable transportation for travel within Utah.

- Must have a valid Utah driver's license and valid auto insurance.
- Must have ability to travel throughout Utah independently, including Tribal nations in the Great Basin, and occasionally out-of-state.
- Flexibility in scheduling, including occasional overnight stays and extended days.

WAGES AND BENEFITS

The RAW DV Tribal Outreach and Advocacy Specialist is a full-time, non-exempt position and is supervised by the Executive Director.

Medical, Dental and Optical Insurance benefits are available for full-time employees and their dependents.

APPLICATION PROCESS

We strongly encourage qualified people of color and people from historically marginalized communities, persons with disabilities, and others who would bring additional dimensions of experience to our community to apply. The Restoring Ancestral Winds, Inc. DV/SA tribal coalition is an equal opportunity employer committed to workforce diversity.

Position is open until filled, meaning applications will be accepted and reviewed until the position is filled. To apply, please send a cover letter, resume, up to three professional references, and any relevant portfolio material via email to: support@restoringawcoalition.org. Applicants are subject to mandatory pre-employment security background check and drug testing.

Restoring Ancestral Winds, Inc. is an equal opportunity employer for all person without regard to race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination.

ABOUT US

The Restoring Ancestral Winds, Inc. DV/SA tribal coalition is nationally recognized by the federal U. S. Department of Justice Office on Violence Against Women as an expert organization supporting best practices in victim advocacy. RAW provides training, technical assistance, and policy and advocacy to Tribal Nations and urban tribal populations throughout the Great Basin including Utah. We work in partnership with Tribal, federal, state and local organizations to identify and resolve service gaps in meeting the needs of Native survivors of domestic and sexual violence.

Contact:

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