



## Community Training and Education Specialist Restoring Ancestral Winds, Inc.

### Classification

Part-Time, Hourly, Non-Exempt Salary  
\$17.00 hourly rate/\$35,360.00 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

The TRAINER coordinates public, professional, and community-based educational programs. Develops curricula, prepares training content and materials, and organizes and facilitates classes, workshops, seminars and other training services. Develop collaborative partnerships with community leaders and stakeholders of Native American Tribes in the Great Basin region.

The TRAINER works under the direction of the Executive Director to ensure that programs, activities and services meet the mission, goals, values, and work plan of the organization.

## **Specific Job Requirements**

1. Build an annual training and education program based on identified community needs and resources.
2. Plans and designs curricula for educational program.
3. Determines ideal formats and approaches to address identified training and education needs.
4. Coordinates activities of support staff, consultants, subject matter experts, and/or volunteers engaged achieving program objectives.
5. Facilitates program activities to include classes, trainings, conferences, seminars, and/or other special projects.
6. Provides information and referrals to support services for Native American victims of violence.
7. Serves as a liaison and advocate Native stakeholders and community members as necessary and appropriate.
8. Writes, edits, and coordinates development of course catalog, promotional materials, educational materials, or training manuals as appropriate to the program.
9. Assists with grant and/or proposal writing related to program objectives.
10. Maintains records and database on program activities and attendance, materials, equipment, and supplies.
11. Completes quarterly, semi-annual and annual grant activity reporting as required.
12. Performs other job-duties as assigned.

## **Essential Functions**

1. Maintain confidentiality of all proprietary and/or confidential information.
2. Ensure educational program and activity is compliant with all tribal, federal, state, and local government requirements.
3. Develop, recommend and implement solutions to problems related to victim-centered responses to violence.
4. Must manage budget and controls expenses effectively and ensure services are provided in a timely and cost effective manner.
5. Displays integrity and professionalism by adhering to Utah Nonprofit Association Standard of Ethics and other appropriate compliance training.

## **Competencies**

1. Attentive to details.
2. Oriented toward service.
3. Good at planning and organizing.
4. Empathetic and sociable.
5. Skilled in identifying problems and brainstorming potential solutions.
6. Excellent at written and oral communications, including presentations.
7. Comfortable working independently and collaboratively.
8. Careful about documentation and note-taking.
9. Able to meet established deadlines.
10. Interested in traveling and working in a diverse range of environments.
11. Knowledge of learning principles in adult education.
12. Familiar with traditional and modern training methods, tools, and techniques.
13. Demonstrated experience developing and delivering training and education in professional and community settings.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee will travel.

## **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, talk, stand or hear. The employee frequently is required to sit for extended periods; walk; use hands to finger, handle or feel; and reach with hands and arms.

## **Position Type and Expected Hours of Work**

This is a Part-Time position. Some flexibility in hours is allowed, but the employee must be available to work 20 hours each week to maintain part-time status.

## **Travel**

This position requires travel particularly to Native American communities throughout the Great Basin region.

## **Required Education and Experience**

1. High School Diploma or equivalent; at least 3 years of experience directly related to the duties and responsibilities specified.
2. Must have a valid Utah Driver's License and a good driving record.
3. Proficiency in Microsoft Outlook.
4. Must have completed or plan to complete the Core Advocacy Training (through Utah Domestic Violence Coalition) and 40-hour Sexual Violence Advocacy Training (through Utah Coalition Against Sexual Violence.)

## **Preferred Education and Experience**

1. Experience working in diverse communities, particularly with Native American populations.
2. Knowledge of victim-centered advocacy.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The successful candidate must pass a pre-employment background check investigation (BCI) and drug screening.

The salary for this position is based on year-to-year federal grant funding.

Restoring Ancestral Winds, Inc. is an equal opportunity employer. Every attempt will be made to advertise to American Indian and Alaskan Native communities to fill this position.

*You may submit cover letter and resume to: [yolanda@restoringawcoalition.org](mailto:yolanda@restoringawcoalition.org)*

**Deadline is April 23, 2021**