



TRIBAL LAW AND POLICY INSTITUTE

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JOB ANNOUNCEMENT

Job Title: Victim Advocacy Legal Assistant

Location: Minnesota Office

Summary

The Tribal Law and Policy Institute (TLPI) is a non-profit organization that specializes in providing training, technical assistance, resource development and other services to enhance tribal justice systems across the nation. The full-time Victim Advocacy Legal Assistant position is responsible for a range of duties that provide assistance to the Victims Advocacy Legal Specialist and other staff with implementing and enhancing effective and competent advocacy for American Indians and Alaska Natives. Relocation expenses may be available.

Salary

Salary depends on qualifications and available funding. Excellent benefits package, including health, dental, vision and retirement.

Primary Duties

Working with the guidance and supervision of the Victim Advocacy Legal Specialist, the Victims Advocacy Legal Assistant:

- Works closely with the Victim Advocacy Legal Specialist and at her direction to meet the Office on Violence Against Women grant objectives and complete projects dealing with domestic violence and sexual assault against Native women
- Assists with the development of resources and training materials (including curricula) for use in education and technical assistance settings with tribal grantees
- Assists in maintaining day-to-day office operations such as document management, file management, records management and copying, mailings, and email

Supervisory Responsibilities:

No direct supervisory responsibilities.

Qualifications

Education and/or Experience:

Strongly preferred: Minimum of two (2) years of direct service experience working with Native victims of crime in tribal communities, specifically victims of domestic violence, sexual assault, and stalking.

Preferred: Associate's degree (A.A.) or other applicable advanced degree; previous experience in tribal criminal justice systems; background in legal research and

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assistance; experience working as a legal assistant

Language/Writing Skills:

Required: Ability to read and interpret documents such as statutes, law enforcement reports, government or agency regulations and case law. Demonstrated ability to provide assistance to those providing training and presentations before a variety of audience. Demonstrated successful writing skills for a variety of audiences.

Preferred: Demonstrated experience as a legal assistant. Familiarity with development of training materials.

Reasoning Ability:

Required: Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Must have a basic knowledge of federal Indian law and tribal law.

Organizational Skills:

Required: Demonstrated ability to prioritize and effectively multi-task, to exercise initiative and be a self starter. Demonstrated ability to meet deadlines. Demonstrated ability to maintain focus in environments that can be stressful.

Other Skills and Abilities:

Required: Proficient and/or demonstrated ability to learn a wide range of computer software- such as Office Word, Outlook, SharePoint, Access, Excel, and others.

How to Apply:

Submit a cover letter, resume, three references, and at least two (2) writing samples to:

Arlene Downwind-White, Program Assistant
Tribal Law and Policy Institute
1619 Dayton Ave. #305
Saint Paul, MN 55104
Phone: 651-644-1125
Fax: 651-644-1157
Email: Arlene@tribal-institute.org

Questions regarding this job announcement should be directed to this office.

Application deadline: September 8, 2006

The Tribal Law and Policy Institute is an equal opportunity employer. Tribal citizens, women, and persons of color are encouraged to apply.