



TRIBAL LAW AND POLICY INSTITUTE

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JOB ANNOUNCEMENT

Job Title: Victims Advocacy Program Specialist

Location: Minnesota

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 Victims Advocacy Program Specialist position is responsible for a range of duties that work toward 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

The Program Specialist must be a self-starter who is able to complete tasks with limited oversight, but also willing to seek guidance and consult regularly with the Victim Advocacy Specialist and Staff Attorney as needed.

- Develops resources and training materials (including curriculum) for use in education and technical assistance settings with Tribal nations and organizations
- Plans and presents educational workshops for Tribal nations and organizations on issues pertaining to victims of crime
- Serves as Project Manager for specific projects, ensures that these projects meet project time task plans and ensures that grant reporting requirements are met according to these time lines
- Generates ideas for potential projects
- Writes grant proposals and grant reports, as necessary
- Interacts with funding agencies as needed

Supervisory Responsibilities:

Shared supervisory authority over program assistant.

Qualifications

4201 Tudor Center Drive, Suite 225
Anchorage, AK 99508
(907) 770-1950 ~ FAX: (907) 770-1951

1619 Dayton Ave., Suite 305
St. Paul, MN 55104
(651) 644-1125 ~ FAX: (651) 644-1157

Education and/or Experience

Required: Bachelor's degree (B.A.) or other applicable advanced degree; previous experience with Native American victims issues; background in training and technical assistance; experience providing programming for tribal audiences; experience doing victims related research. Substantial experience (five + years) with Native American victim issues, including domestic violence, sexual assault, or other victim advocacy work may be substituted for formal education.

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

Language/Writing Skills

Required: Demonstrated ability to communicate in writing in a sensitive manner with battered women, victims of sexual assault and a variety of audiences. Must possess strong written communication skills, including excellent grammar, spelling and proofreading skills.

Preferred: Experience in development of training materials, including training manuals, compilation of research, grant and other types of reports, basic business correspondence. Ability to read and interpret documents such as statutes, law enforcement reports, government or agency regulations and case law.

Communication/Presentation Skills

Required: Must possess strong oral communication skills. Demonstrated ability to communicate orally in a sensitive manner with battered women, victims of sexual assault and a variety of audiences. Ability to present educational workshops for Tribal nations and organizations on issues pertaining to victims of crime.

Reasoning Ability

Required: Ability to solve practical problems as well as address the complex challenges related to working within Tribal communities on victimization issues; also understanding and dealing with state and federal agencies.

Preferred: Basic knowledge of federal Indian law and tribal law. Creativity, problem-solving, and a sense of humor are benefits in this position.

Organizational Skills

Required: Must be a highly organized and self-motivated individual with the ability to work independently. Must be able to exercise initiative and effectively handle multiple priorities simultaneously, work cooperatively in a team environment, and complete assigned tasks in a timely manner.

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. Must be willing to travel, as needed.

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.