



MIWSAC
Minnesota Indian Women's
Sexual Assault Coalition

1619 W Dayton Ave #202
St Paul, MN 55104
877-995-4800
www.miwsac.org



Creating Safety and Justice Through the Teachings of Our Grandmothers

Membership & Program Services Coordinator

Location: Remote in Minnesota (Metro Area preferred) or in office in St. Paul, MN

Salary: \$55-60,000 Annually

MIWSAC is an equal opportunity employer offering an excellent compensation package.

Interested candidates, please email a resume & cover letter to contact.us@miwsac.org by March 29, 2024. While we are seeking to fill this position as soon as possible, applications will be accepted on a rolling basis until the position is filled.

The **Minnesota Indian Women's Sexual Assault Coalition** (MIWSAC) is a state-wide Tribal sexual assault coalition, working to support advocates and survivors in Minnesota since 2001. Over the last 20 years, our work has expanded to providing training, technical assistance, and support around sexual assault and sex trafficking across the country. We provide culturally-led training and support to communities, as well as work towards shifting policy and societal structures. While our work is led by Indigenous values and indigenizing practices, we also know our work is inextricably linked to other anti-oppression work. MIWSAC centers our work in healing and social justice principles, the voices & needs of survivors/communities, and using our Traditional ways to best support Indigenous survivors.

MIWSAC is seeking an individual to oversee and execute day-to-day support of and outreach to our Coalition Membership. The Membership & Program Services Coordinator is responsible for building and maintaining relationships with MIWSAC's membership, and supporting our member programs by providing ongoing training and technical assistance. This position works closely with staff, Coalition membership (individuals and organizations), community partners, key stakeholders, and relatives across Minnesota to build strong alliances, be present in community, share resources, and support the MIWSAC membership. This includes incorporating your own bold and visionary values to develop and implement strategies to support our work to end gender-based violence.

The ideal candidate has experience in working with a team, lifting up and encouraging shared leadership, and taking lead when necessary. They are self-organized, detail-oriented, flexible, and accountable to deadlines. They are able to work creatively, independently and collaboratively. They are comfortable juggling multiple tasks and timelines. They are comfortable communicating the priorities and values of MIWSAC within community and in building relationships. They also have a strong understanding of themselves within a workplace, including the ability to prioritize and say no when needed. Most importantly, this person should have a passion for working in this movement and for supporting Native communities and survivors through MIWSAC's work.

KEY DUTIES

Membership Support:

- Cultivates, grows, and maintains MIWSAC membership, including up to date contact information.
- Schedules, organizes and assists with facilitation of quarterly coalition meetings including peer training, and other Coalition events.
- Organizes and facilitates webinars and learning opportunities for MIWSAC membership based on need/requests.
- Provides on-site (and/or remote) technical assistance to MIWSAC member programs.
- Promotes MIWSAC resource materials at outreach tables/information booths during key events and conferences, as needed
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Community Outreach:

- Supports statewide outreach to the American Indian community, including individuals, organizations, tribal programs, partners, and other key stakeholders.
- Builds and maintains strong alliances with other American Indian and anti-violence organizations.
- Increase visibility and establish relationships with local tribal leaders.
- Provides training on topics related to sexual violence in Indian Country.
- Takes lead on the planning and implementation of the MIWSAC Annual Conference.
- Assists with coordinating, planning and organizing training, conferences and other events sponsored by MIWSAC.
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Additionally:

- Tracks grant deliverables and project activities.
- Assists with quarterly and semi-annual grant reports.

SKILLS & QUALIFICATIONS

- Experience working with American Indian/Alaska Native people and communities, and solid understanding of Indigenous issues.
- Experience in sexual assault advocacy and victim services.
- High-level written and verbal communication skills.
- Familiarity with Google Business tools, Microsoft Office, Zoom, data management systems, and other platforms and programs, with the ability to learn new software and systems.
- Knowledge of or experience in working with state and federal projects and funding sources, including contracts, reporting, and budget management.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks with excellent attention to detail.
- Ability to organize and prioritize work, and meet deadlines in a fast-paced environment.
- Collaborative skills with the ability to exercise independent judgment.
- Steadfast commitment to collective liberation and ability to speak and unite those behind MIWSAC mission and vision.
- Ability to work flexible hours if/as needed.
- Willingness and ability to travel throughout Minnesota (including a valid driver's license and current insurance), or as needed or requested to help support the work of MIWSAC.

**Please apply even if you feel you do not meet ALL of the qualifications as described. MIWSAC is committed to building an inclusive organization and will be looking holistically at candidates. We strive for equitable hiring and know that many women and BIPOC people historically do not apply for jobs if they are missing some qualifications.*

OTHER INFORMATION

This position will report to the Operations Director. This position can be based remotely in Minnesota or at our office in St. Paul, MN.

Salary range: starting salary will be between \$55,000 - \$60,000 annually, based on qualifications, experience, and other factors; includes full package of benefits including health and dental insurance, matching retirement, investment in personal development, typically 32-hour work-week, and an expansive time off policy.

In your cover letter, please address the following (one page)

What excites you about working with community, and more specifically, MIWSAC membership?

How do you see this role as part of the broad anti-oppression movement?