



Job Title: *MMIP Project Coordinator*

Location: *St. Paul, MN or remote*

Salary Range: *\$60,000-65,000*

MMIP Project Coordinator Accountabilities & Responsibilities

The MMIP Project Coordinator at MIWSAC is currently a salary (exempt) temporary position (October 2024–September 2027), funded through the Office on Violence Against Women (OVW) to complete work under the Healing and Response Teams Special Initiative Project. The Healing and Response Teams Special Initiative was created in response to recommendations made by the Not Invisible Act Commission (NIAC). This special initiative will support the creation, training, and sustainability of Healing and Response Teams (HRT) using a Tribal-based model of care to respond to Missing or Murdered Indigenous People (MMIP) cases related to domestic violence, dating violence, sexual assault, stalking, and sex trafficking. The MMIP Project Coordinator serves as the lead staff on this special project and initiatives related to MIWSAC's MMIP/MMIWR work.

As the MMIP Project Coordinator, you work in collaboration with other staff and the organization's Circle of Support (our leadership team), with direct support and mentorship provided by the Projects Director. You will uphold the values of the organization, while practicing personal accountability in order to support the work.

Your role encompasses a wide range of responsibilities, including:

- Completing comprehensive project planning, in conjunction with project partners and OVW, to define partner roles, key activities, project tasks, and timeline for the implementation of this project.
- Conducting a nationwide assessment and analysis of response models in MMIP cases involving domestic violence, sexual assault, dating violence, stalking, and sex trafficking using Tribal-based models of care.
- Participating in OVW virtual and in-person training and technical assistance events, as requested by OVW, to increase awareness of this special initiative.

- Identifying and submitting for OVW-approval, three organizations (subrecipients) to serve as pilot sites for this project and related work.
- Convening one national listening session on Healing and Response Teams.
- Completing a report, suitable for publication, that outlines guidelines, principles, and recommendations for HRTs.
- Developing an HRT Toolkit and instruction manual to be used by a range of audiences including Tribally-led community-based organizations, Indian Tribes, and urban Indian organizations.
- Planning and delivering one national level, in person project implementation workshop for Tribal governments, Tribal coalitions, Tribal nonprofits, and urban Indian programs interested in developing a Healing and Response Team approach to MMIP for their community.
- Conducting technical assistance virtual and in-person visits with subrecipients, as approved by OVW.

Work Travel Expectations/Requirements

MIWSAC staff are required to travel in order to complete project deliverables and to foster connection with communities and partners in a variety of spaces. We require that staff have the willingness and ability to travel (including possessing a valid driver's license and current insurance), as requested or required, recognizing that each person's individual situation will differ.

In this role, required travel is estimated to make up approximately 30-40% of the total time spent working.

Heartwork - What You Bring

To ensure success within this role, we ask that you also possess:

- Experience working with American Indian/Alaska Native people and communities, and solid understanding of Indigenous issues.
- Passion, experience, or connection to sexual assault advocacy and understanding of the dynamics of oppression and gender based violence.
- Steadfast commitment to collective liberation and uniting in solidarity around MIWSAC's mission and vision.
- Commitment to the Circle, mutual responsibility to one another, and willingness to engage in practices of open communication and self-reflection.
- 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 collaborating with state and federal projects and funding sources, including reporting and budget management.
- Strong organizational skills that reflect the ability to perform and prioritize tasks with excellent attention to details and deadlines in a fast-paced environment.
- Ability to meet the demands required of the position, which will include working a flexible schedule, set-up and take down of events, transporting resources and materials, and more.
- Commitment to showing up fully and bringing your authentic self to the work.

Minnesota Indian Women's Sexual Assault Coalition

MIWSAC is a state-wide Tribal sexual assault coalition based in Minnesota, working to support advocates and survivors since 2001. Over the last 20 years, our work has expanded to providing training, technical assistance, and support around sexual assault, sex trafficking, and MMIWR work 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 guided 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 and needs of survivors and communities, and using our Traditional Ways to best support Indigenous survivors.

Perks and Benefits

In return for work performed, you can expect a supportive environment with a generous benefits package that includes:

- *A starting salary of \$60,000*
- *Hybrid and flexible working options*
- *Employer-sponsored health insurance and HSA for employee and dependents*
- *401K with 3% employer match*
- *Employer sponsored short-term disability, long-term disability, and life insurance*
- *Employer-sponsored dental insurance*
- *12 paid holidays, in addition to four annual personal days, three weeks of accrued vacation, and accrued sick time*