



Job Title: ***Training and Technical Assistance Coordinator***

Location: ***Remote Nationally***

Salary: ***\$60,000***

Training and Technical Assistance Coordinator Accountabilities & Responsibilities

Training and Technical Assistance (TTA) Coordinators at MIWSAC serve as main points of contact for national training and technical assistance inquiries and fulfillment.

As a TTA Coordinator, you work in collaboration with staff and the organization's Circle of Support (our leadership team), with direct support and mentorship provided by the National Projects Director. You 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:

- Working in close collaboration and coordination with members of MIWSAC's TTA Team to provide high quality support and training for partners, grantees, and community members as needed and requested
- Creating and maintaining standard operating procedures (SOPs) relating to TTA best practices
- Ensuring grant deliverables are completed, including all required documentation and reporting
- Completing on-site visits as needed and required
- Assisting in the planning and execution of events
- Representing MIWSAC in state and national spaces, including conferences, meetings, and trainings
- Participating in meetings with funders and project partners as needed/required
- Providing direct support for and working in close collaboration with the National Projects Director

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 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 23 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, including a 32-hour work week*
- *Employer-sponsored health insurance and HSA for employee and dependants*
- *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*