



TRIBAL LAW & POLICY INSTITUTE

A Decade of Service to American Indian and Alaska Native Communities

1619 Dayton Ave. Suite 305 • St. Paul, MN 55104
651.644.1125 - Fax: 651.644.1157

www.tlpi.org

JOB ANNOUNCEMENT

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Legal Specialist
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Job Title: Victim Advocacy Program Assistant
Location: St. Paul, 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 Victim Advocacy Program Assistant position is responsible for a range of duties that provide assistance to the Victims Advocacy Program 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 Program Specialist, the Victims Advocacy Program Assistant:

- Works closely with the Victim Advocacy Program 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 with planning and presenting educational workshops for Tribal nations and organizations on issues pertaining to victims of crime
- 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. Experience doing victims related research.

Preferred: Associate's degree (A.A.) or other applicable advanced degree; previous experience working with Native victims of crime in tribal communities, specifically victims of domestic violence, sexual assault, and stalking. Previous experience with tribal criminal justice systems; background in legal research and assistance.

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. Demonstrated ability to provide assistance to those providing training and presentations before a variety of audiences. Demonstrated successful writing skills for a variety of audiences.

Preferred: Experience with legal language and writing. Familiarity with development of training materials.

Communication/Presentation Skills:

Required: Must possess good oral communication skills and willingness to develop increased comfort level with oral presentations. Demonstrated ability to communicate orally in a sensitive manner with battered women, victims of sexual assault and stalking. Ability to assist with educational workshops for Tribal nations and organizations on issues pertaining to victims of crime specifically domestic violence, sexual assault and stalking.

Reasoning Ability:

Required: Possess basic understanding of the complex challenges related to working within Tribal communities on victimization issues specifically on domestic violence, sexual assault and stalking; also understanding and dealing with state and federal agencies. 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
Arlene@tlpi.org

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

Application deadline: July 20, 2007

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