



HOPI-TEWA WOMEN'S COALITION TO END

ABUSE

P.O. Box 239
Second Mesa, AZ 86043
Phone: 928-737-9000
Email: htwceacoalition@yahoo.com

"Weaving a web of support for victims and survivors of domestic violence and sexual assault"

Position Description

Job Title: Community Outreach Worker

Brief Description: The Community Outreach Worker is a grant-funded position of the Hopi-Tewa Women's Coalition to End Abuse (HTWCEA). HTWCEA is a nonprofit, nongovernmental tribal coalition incorporated in Arizona to provide training, technical assistance, policy development, and advocacy support to tribal and nontribal government program/agencies, and awareness on domestic violence and sexual assault-related issues to the general public. This position reports to the Executive Director.

Primary Function

The Community Outreach Worker is responsible for assisting in the community outreach and education activities of the coalition, assist in the development of prevention education projects and outreach, and serve as a liaison with the local villages and community programs. Under direction of the Executive Director and along with staff, incumbent will implement activities that align with the coalition's mission and projects that engage community members in community and cultural-based efforts to end violence against women. Collaborates with the coalition's partner programs/agencies to provide outreach and education on violence against women (domestic violence, sexual assault, teen dating violence, and stalking) to identified populations of the Hopi and Tewa communities.

Responsibilities and Duties

- Provide education and outreach to the Hopi and Tewa community on domestic violence, sexual violence and issues related to violence against Native women and girls.
- Build and maintain collaborative partnerships to address the topic areas of domestic violence, sexual assault, dating violence, healthy relationships, Hopi/Tewa culture, gender roles & responsibilities.
- Assist in the creation of presentations and brochures for outreach and education events.
- Assist in the development of multimedia visual aids and presentations to align with outreach and education.
- Assist in the implementation of evaluation processes in place for outreach and education activities.
- Assists Membership & Outreach Coordinator in implementation of outreach and prevention education programs.
- Host community outreach activities to engage community in prevention education.
- Promote leadership development of Hopi and Tewa youth and adults to effect social change and systemic reform

- Educate the general public toward a better understanding of violence against women and the importance of prevention.
- Works with the HTWCEA staff to plan, develop, implement and evaluate program services to ensure provision of quality services and compliance with grant requirements.
- Maintains records of outreach and education participation for reporting purposes
- Assist with the development of the organizational strategic plan
- Other duties as assigned

Qualifications

Education and Experience

The position requires at minimum Associate's degree in public health, social work, criminal justice, issue advocacy, general studies or two-years college level courses AND 2 years of experience in project coordination, evaluation, implementing grant objectives, public presentations, working with community partners, project documentation, report writing, and public health.

OR

Any equivalent combination of education and experience and training that demonstrates the ability, knowledge and skills relevant to the position may be considered.

Knowledge, Skills and Abilities

Good facilitation and strong organizational skills. Excellent verbal and written communication skills.
 Good understanding of non-profit program planning and implementation.
 Working knowledge and adherence to the Hopi Tribe Children's Code Ordinance 35
 Detail-oriented and ability to manage multiple projects at one time.
 Ability to work independently and as part of a team.
 Ability to understand how projects fit within a broader strategic framework.
 Proficiency with computer programs; Word, Excel, PowerPoint, etc.

Necessary Special Requirements

Must possess a valid Arizona driver's License.
 Must possess an Arizona Department of Public Safety Fingerprint Clearance Card
 Requires local, regional and national travel.
 Ability to establish an adequate home office environment to complete work for the coalition, including internet/Wi-Fi connectivity.