



HOPI-TEWA WOMEN'S COALITION TO END ABUSE

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

JOB ANNOUNCEMENT

Position: **Director of Training & Technical Assistance** (full-time, exempt position)
Closing Date: **EXTENDED TO Friday, March 4th 2022, at 5:00 p.m.**

This position provides professional services to the Hopi-Tewa Women's Coalition to End Abuse (HTWCEA) in the areas of providing training and technical assistance to tribal leaders, programs, organizations, schools and businesses. The Director of Technical Assistance & Training is responsible for creating and implementing training programs and overseeing these programs/projects. Collaborates with the coalition's partner programs/agencies to provide training in the area of domestic violence, sexual assault, teen dating violence, and stalking. This is a full-time, grant funded position and reports to the Executive Director.

Work from home and office environment; in-person work will be completed on the Hopi reservation. This position requires applicant to have a valid driver's license, use of personally owned vehicle to carry out job related tasks, and requires local, regional and national travel.

QUALIFICATIONS

Education and Experience

The position requires a bachelor's degree in Social Work, Public Administration, Criminal Justice, or related field AND 2 years of experience in program development, evaluation, implementing grant objectives, issue advocacy, violence against women fieldwork and grant writing **OR** any equivalent combination of education, training and experience that demonstrates the ability, knowledge and skills to perform the duties of this position.

Knowledge, Skills and Abilities:

- Provide technical assistance, information and training to HTWCEA agency partners on violence against women topics.
- Develop training material, presentations, brochures
- Create evaluation processes for trainings
- Plan the implementation and facilitation of activities and events, budget spending, material production and distribution and other resources
- Detail-oriented and ability to manage multiple projects at one time.
- Ability to work independently and as part of a team.
- Proficiency with computer programs; Word, Excel, PowerPoint, etc.
- Must possess a valid Arizona Driver's License.



To apply submit a letter of interest, your resume and HTWCEA application to:

Hopi-Tewa Women's Coalition To End Abuse
P.O. Box 239, Second Mesa, AZ 86043

For more information, please contact Carey Onsaе-Namoki, Executive Director at (928) 225-7029
or by email at Carey_Onsaе@htwcea.org