



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: **Membership & Outreach Coordinator** (full-time; 40 hours per week)

Closing Date: **Friday, March 4th, 2022 @ 5:00 p.m.**

The Membership & Outreach Coordinator is responsible for coordinating and implementing education and outreach initiatives to the Hopi and Tewa community toward a better understanding of violence against women, the importance of healthy relationships, and cultural preservation. Coordinates the coalition membership program including recruitment, communication and all activities. Also, responsible for developing coalition outreach resources, curriculum and promotes coalition projects and services.

Work is currently performed predominantly in a work from home & office environment, with outreach scheduled throughout the Hopi/Tewa community. 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 public health, social work, criminal justice, issue advocacy, general studies 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.
- 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 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.onsae@htwcea.org