



# HOPI-TEWA WOMEN'S COALITION TO END ABUSE

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

## **Position Description**

**Job Title:** Membership & Outreach Coordinator

**Brief Description:** The Membership & Outreach Coordinator is a full-time, 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 governmental programs/agencies, and education and awareness on domestic violence, sexual assault, stalking, sex trafficking and dating violence to the general public. This position reports to the Executive Director.

### Primary Function

The Membership & Outreach Coordinator is responsible for developing, coordinating and implementing the education and outreach initiatives of the coalition including cultural and youth prevention education programs, developing project awareness campaigns, oversees the coalition's membership program and all functions necessary to recruit and engage membership. Collaborates with the coalition's partners to provide outreach and education on violence against women (domestic violence, sexual assault, dating violence, stalking and sex trafficking at the local, state and national levels.

### Responsibilities and Duties:

- Develop, implement and evaluate education and outreach services to align with coalition goals and objectives.
- Build and maintain a collaborative network to address the topic areas of domestic violence, sexual assault, dating violence, stalking and sex trafficking; Hopi/Tewa culture, gender roles & responsibilities
- Develop and implement cultural-based education and prevention programming
- Assist in the development of coalition resources, educational and promotional material
- Create evaluation processes for all educational and outreach activities
- Maintain a calendar of events for all outreach and membership activities.
- Responsible for development and coordination of the coalition membership program
- Develop and implement various strategies to recruit and retain membership for individual and partner programs
- Maintain and coordinate membership application and renewal process

- Coordinate membership activities, including orientation, regular meetings & workshops, annual meetings, etc.
- Prepare and distribute regular newsletter/e-newsletter to engage membership
- Recruit membership and volunteers to engage in various coalition activities
- Ensure timely documentation of projects and reports
- Promote leadership development of Hopi and Tewa community members to effect social change and systemic reform
- Maintains daily activities required to meet grant goals and objectives
- Build solid cross-functional relationships with community partners and organizations regarding coalition goals and objectives
- Assist with the development of the organizational strategic plan
- Other duties as assigned

Qualifications

*Education and Experience*

The position requires a bachelor's degree in public health, social work, criminal justice, issue advocacy, indigenous 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/community outreach.

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*

Strong facilitation and organizational skills, program development and management and network building. Excellent verbal and written communication skills. Good understanding of non-profit program planning and implementation. 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.

Physical/Environmental Requirements

Must possess a valid Driver's License.

Position requires occasional local, regional and national travel to meetings, conferences and trainings.

Work is predominately in an office environment.

Reviewed and approved by:

*Cary Onsaie-Nanuski*  
HTWCEA Executive Director

July 25, 2023  
Date

*Lise Comanche*  
HTWCEA Board of Directors

July 26, 2023  
Date