



## Housing Specialist

<b>Team:</b> S TTARS Indigenous Safe Housing Center	<b>Salary Range:</b> \$60,000-\$70,000	
<b>Location:</b> Position is fully remote.		
<b>Position is:</b> <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary   <b>Ending date:</b>

**About the National Indigenous Women’s Resource Center:**

The National Indigenous Women’s Resource Center, Inc. (NIWRC) is a Native-led nonprofit organization dedicated to ending violence against Native women and children. NIWRC provides national leadership in ending gender-based violence in Tribal communities by lifting the collective voices of grassroots advocates and offering culturally grounded resources, technical assistance and training, and policy development to strengthen Tribal sovereignty.

Our mission is to provide national leadership to end violence against American Indian, Alaska Native, and Native Hawaiian women by supporting culturally grounded, grassroots advocacy.

The S TTARS Indigenous Safe Housing Center is housed within the National Indigenous Women’s Resource Center. S TTARS focuses’ our work on American Indian, Alaska Native, and Native Hawaiian women impacted by the intersection of gender-based violence and housing instability, which impacts survivors in our Tribal nations disparately. At S TTARS, we center our programmatic and policy work on survivors with lived experience. By focusing our efforts across the housing spectrum, we prioritize the housing needs of all our relatives, including youth, elders, Natives with disabilities, Two-spirit relatives, and other intersectional identities. Our mission is to advocate for safe housing for all our relatives. We do this work through centering Indigeneity, acknowledging our relationship to Earth Mother, building on each other’s gifts, resisting oppression and erasure, and acting upon the prayers of our ancestors to honor diversity and create belonging for us all.

We are an equal opportunity employer. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.



### **Position Overview:**

The STTARS Housing Specialist is responsible for assisting in the development and management of STTARS' Training and Technical Assistance initiatives, its policy efforts, and promotional activities. The position monitors ARP-funded sub-awardees and helps to guide the overall growth of the Center. This position will ensure that STTARS' training/technical assistance and resource development is culturally, historically, and legally relevant and supports governmental, nonprofit, and community responses to the immediate crisis needs of Native women victimized by violence who experience housing insecurity and homelessness. They will work with STTARS and NIWRC staff, consultants, and external partners to identify promising practices, engage in advocacy efforts, and advance the work of the Center. This individual should have a deep cultural understanding of violence against Native women, the unique traditional values of Indigenous peoples, and an understanding of the intersection of gender-based violence and housing insecurity/homelessness. Extra consideration will be given to candidates who have demonstrated employment working on shelter development/advocacy shelter policy and public health policy. Extensive travel is required for this position.

### **Minimum Qualifications/Requirements:**

- Bachelor's Degree in public health, social work, political science, or other related field is required.
- Minimum of 2 years of experience in public health, housing/shelter spectrum, and/or gender-based violence in on or off-reservation communities.
- Competent research, analytical, original writing, and editing skills; ability to communicate complex information clearly in writing and orally.
- A demonstrated understanding of the history of American Indian and Alaska Native Tribal governments, laws, and customs.
- A demonstrated understanding of violence against Native women crimes and responses throughout the United States, especially throughout Indian country and Alaska Native villages and in Hawaii.
- A demonstrated understanding of the intersection of violence and homelessness throughout Indian country and Alaska Native villages and in Hawaii.
- A demonstrated understanding of federal funding, in particular, federal Office of Family Violence Prevention Services (OFVPS) grants to Tribal domestic violence programs and shelters; HUD Office of Native American Programs (ONAP) funding; and Tribal housing funding under OVW.
- Experience with Federal Indian law is preferred but can be taught. Quality reciprocal mentoring will be given for this role.
- Ability to resolve issues quickly and make decisions in a consensus-based collaborative culture.
- Demonstrated ability to develop and maintain effective working relationships.
- Knowledge of Tribal, state, and national advocacy organizations working to effect social change and that address the issue of violence against Native women and housing security.
- Knowledge of and experience in advocacy directly pertaining to domestic and sexual violence, social and legal justice, systems advocacy, and social change; Tribal governments and the legislative process.
- Ability to inform, plan, coordinate, collaborate, prioritize, and execute in a fast-paced environment and to work effectively under rigid deadlines.
- Willingness to be accountable, take direction, and manage time and assignments in a transparent and open manner.
- Experience living and/or working in Native communities preferred.



### **Supervisory Responsibilities:**

None

### **Primary Duties:**

Provide immediate problem-solving technical assistance (TA) as needed to Tribal programs and shelters that prioritize survivor safety and confidentiality. Establish a wellness plan under grant deliverables and implement a COVID mitigation and response plan for STTARS events, in particular our National Workgroup meetings. As part of a team, assist in establishing and completing annual deliverables, and identify the impacts of pandemics and other emergencies on the intersection of safe housing/shelter and gender-based violence. Coordinate sub-awards under this grant and identify TA needs to share with the Center, as well as convene sub-awardees on a regular basis for alignment with sub-award deliverables, troubleshooting, and peer-to-peer opportunities. Assist in organizing effective and contextualized, culturally relevant training for domestic violence advocates, practitioners, and policymakers related to violence against Native women and housing insecurity and/or homelessness and pandemics (when necessary) on topics including: Capacity building leadership/planning, Organizational development, Succession planning, Sharing of resources, and Understanding public health impacts to housing/ gender-based violence in both on and off-reservation communities. Assist in Research and analysis of existing resources as pertains to assigned subjects and issues, including identification of current strengths, needs, gaps, etc., to be incorporated/addressed through the provision of policy development and training and technical assistance. Assist in the coordination of training and curriculum development as appropriate, of which some will be in collaboration with other staff or consultants, including on-site and web-based training events based upon the nature of the subjects and issues assigned (i.e., the subject/issue assigned can determine individual training content, audience, format, etc.). Develop promotional materials and provide input on product deliverables and articles for publication. Assist in developing social media and other awareness campaign materials in collaboration with the Communications Team. Assist in identifying resource information for dissemination and inclusion in STTARS' resource library, including, but not limited to: available funding, program announcements, training events, news articles, research results, promising practices, existing programs, and initiatives already underway that have made changes in their communities; and fostering information sharing among parties interested in addressing the problem and developing creative solutions. Assist in identifying resources to be developed through analyzing TA requests and gaps in the field (policy and programmatic work). This may involve identifying and fostering partnership opportunities, drafting and reviewing original resources and educational tools, and providing needed updates and/or revisions of special project content and STTARS-produced resources. Respond in a timely manner to requests for training and/or technical assistance and record in the NIWRC/STTARS TA ticketing system as appropriate. Engage and fulfill obligations set forth in assigned Memoranda of Understanding with partner organizations and report to the STTARS Housing Center. Maintain open and timely communication with the Housing Center on the status of projects, track progress via Airtables (or other required format), and ensure coordination with the Director of STTARS on all requests for assistance.



### **Our Expectations:**

We strive to maintain a strong sense of community at NIWRC, and our remote workplace requires a unique skill set. We are looking for competent, service-oriented people who are honest, reliable, and self-directed; who are excellent communicators and adept listeners; individuals who are strong collaborators and respectful to supervisors and coworkers; and who will support our organizational mission and goals.

- Collaborative
- Reliable and self-directed
- Respectful to supervisor and coworkers
- Excellent communicator and listener
- Service-oriented
- Honest
- Supportive of organizational mission and goals
- Competent
- Inspiring

### **What We Offer:**

- Competitive salary range
- 100% employer-paid medical, dental, and vision insurance for staff, their spouse, and dependents residing in the home
- SEP IRA retirement benefit
- Generous paid time off, including all federal holidays
- Professional development opportunities
- Fully remote positions
- Other benefits

### **Our Workplace Culture:**

- Collaborative and supportive environment
- Commitment to work-life balance
- Focus on professional growth
- Mission-driven organization

### **How to Apply:**

Please submit the following materials to [careers@niwrc.org](mailto:careers@niwrc.org):

- Completed application
- Resume
- Cover letter
- Two writing samples relevant to the essential functions of the position

**Application Deadline:** 12/31/2024