



Training and Technical Assistance Advisor

Red Wind Consulting, Inc. works to strengthen Tribal programs and Native organizations' ability to develop and enhance local responses to domestic violence, sexual assault, stalking, and sex trafficking. Red Wind's work is achieved through national tribal training and technical assistance and through the provision of direct services to victims of domestic violence and sexual assault. Red Wind is located in Colorado Springs, Colorado. www.red-wind.net.

The Training and Technical Assistance Advisor reports directly to the TTA Project Coordinator and will provide technical assistance to grantee programs, participate in responding to TTA requests and documentation, planning and providing webinar series and podcasts, secure faculty and guests, schedule dates and materials, review and edit, prepare for OVW submissions; assist with grantee outreach through newsletters and announcements, assist with conference planning and delivery, and product development; serve as a subject matter expert on webinars, training, and conferences. This includes working with Red Wind staff, project partners, and consultants to ensure Red Wind provides quality, effective training and technical assistance.

Qualifications and desired experience

- Will have an understanding of why violence against Indigenous women exists and the importance of confidentiality and safety for survivors.
- Must have experience working in or with programs who hold as their primary focus working to address housing needs of survivors of domestic and sexual violence, stalking, dating violence, and/or sex trafficking.
- Must have an understanding of the dynamics of domestic and sexual violence, and stalking.
- Must have an understanding and experience with the systems that Red Wind programs are involved with. i.e. Tribal Governments, tribal jurisdictions and criminal justice systems; Office on Violence Against Women; social service and domestic/sexual violence advocacy programs; and other social justice organizations;
- Must understand the intersection of oppressions and its impact historically on tribes and Native American communities.
- Must possess strong writing and verbal skills.
- Must be proficient in the Microsoft Office 365 office suite including Word and PowerPoint and have an ability to work across multiple online programs such as Asana, AirTable, Mailchimp, and more.
- Will be motivated, self-directed, organized with attention to detail, and have good problem-solving skills; and
- Must have valid driver's license and be able to travel nationally.

Duties and Responsibilities

The following position responsibilities are essential functions of the position. Successful job applicants will be able to perform these essential functions with minimal supervision:

- Work closely with the TTA Project Coordinator to develop and maintain a long-range plan for training, technical assistance delivery to the OVW tribal programs.

- Maintain and engage in regular timely communication with OVW Tribal grantee programs.
- Participate in the planning and delivery of on-site visits with OVW tribal programs including scheduling, planning, providing onsite visits, writing summary site visit reports, and providing follow-up technical assistance.
- Work closely with project partners to develop training curricula, secure faculty and provide a bi-annual national conference and work with the National Training Coordinator to prepare for the planning and delivery of the national conferences.
- Plan webinar series for tribal programs, secure subject matter experts, coordinate scheduling and approvals of materials with the TTA Operations staff.
- Serve as a presenter/trainer for OVW approved training and webinars.
- Participate in the development of new materials for tribal programs such as brochures, fact sheets; tool kits, and manuals working in partnership with lead staff.
- Must meet the needs for training and technical assistance emerging in the field; and

Other duties as assigned by the TTA Project Coordinator and/or Executive Director.

This position will be 34 hours per week and the work location is in Colorado Springs, CO, with some out of state travel required.

Salary range for this position is \$37,000 to \$40,000 plus employer paid health, vision, and dental insurance. Red Wind provides 3 weeks annual of paid vacation and 14 paid holidays.