



## Training and Technical Assistance Operations Specialist

Red Wind Consulting, Inc. ([www.red-wind.net](http://www.red-wind.net)) works to strengthen Tribal programs, Native and Non-native organizations' ability to develop and enhance local responses to domestic violence, sexual violence, stalking, dating violence and sex trafficking. Red Wind provides Training Technical Assistance to tribes and urban Native programs across the United States assisting them with developing their programs. Red Wind is seeking the right candidate that can work within our culturally specific team and grow with us.

**The Training and Technical Assistance Operations Specialist is responsible for providing operating support to Red Wind's Tribal Technical Assistance Projects. This includes working closely with the National Tribal Technical Assistance Operations Coordinator to ensure Red Wind provides quality and effective technical assistance, webinars, training, podcasts, materials, and communications.**

### Qualifications

- Must have experience/knowledge of inter-tribal Native American traditions.
- Must have an understanding or an ability to learn about the systems that Red Wind programs are involved with. i.e. criminal justice systems, Department of Justice and Office on Violence Against Women, social service and domestic violence/sexual assault advocacy programs and other social justice organizations;
- Possess strong writing and verbal skills.
- Must be proficient with Microsoft Office 365 and have experience with or an ability to learn web-based applications such as Mail Chimp, Survey Monkey, Slack, Asana and AirTable as well as infographic web-based applications.
- Will be motivated, self-directed, organized with attention to detail, and have good problem-solving skills.
- Able to manage multiple time limited projects.
- Will be committed to working within an indigenous-based social justice framework.

### Responsibilities to the Red Wind programs

- Work closely with Red Wind's the National Training and Technical Assistance Operations Coordinator to develop and maintain the plans for training and technical assistance delivery.
- Plan and host webinars and podcasts to include managing technology needs, supporting faculty, recording, and posting recording to Red Wind's You Tube Channels.
- Participate in planning and delivery of national training to include managing registrations and communications with registrants, developing staffing plans for onsite faculty and staff support.
- Assist with hosting booths and national conferences to include preparing materials, set up and distributing materials.



## Training and Technical Assistance Operations Specialist

- Participate in monitoring Slack Chat Platform responding to requests and questions, posting information and updates.
- Prepare monthly email updates to grantees providing information and announcements of TTA activities within agreed upon timelines.
- Work with the National TTA Operations Coordinator to develop and update operations protocols.
- Complete assignments within agreed upon timelines.
- Document and track activities within Airtable and Asana.
- Prepare detailed monthly and progress reports on project activities in a timely manner.
- Maintain regular communication with Red Wind staff to coordinated tasks.

### **Participate in holding the cultural and overarching values of the organization**

- Actively consider Red Wind's vision and values in all aspects of work.
- Adhere to Red Wind policies and practices.
- Conduct all activities in a manner that reflects Red Wind's organizational mission.

Other duties as assigned by the National Tribal Technical Assistance Operations Coordinator or Executive Director.

This position will be 30 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 \$31,000 to \$35,000 plus employer paid health, vision, and dental insurance.