



JOB ANNOUNCEMENT/DESCRIPTION

POSITION TITLE:	PROJECT COORDINATOR
REPORTS TO:	Executive Director
COMPENSATION:	DOQ / 32 hr work week /
EMPLOYMENT STATUS:	CONTRACT

I. ORGANIZATION:

WA State Native American Coalition Against Domestic Violence and Sexual Assault, WSC, a nonprofit organization, is WA's only Tribal coalition against domestic and sexual violence serving Washington's 29 federally recognized Tribes and their Tribal domestic and sexual violence programs. WSC is recognized by the U.S. Department of Justice, Office on Violence Against Women (OVW) as a Tribal coalition and also serves as a national Subject Matter Expert (SME) and training and technical assistance provider.

II. AREA OF FOCUS:

This position is funded by various funding sources that are awarded to WSC, to include the Office of Violence Against Women (OVW), Department of Justice. The overall project goal is to support the organization by providing skills and knowledge to establish an Online Learning Source, Sayu' ? X Wey Institute and to create and develop outreach tools, as assigned. Other duties may include development of Annual DV Awareness Campaigns, Annual Sexual Assault Awareness Campaigns and so on.

III. RESPONSIBILITIES:

The **WSC Project Coordinator** will serve as the project point of contact with WSC Executives and Staff and will be responsible for the coordination of all grant and management initiatives, including but not limited to the following:

- **Receive technical/graphic requests for organizational marketing (product development).**
- **Coordination of project communications and assignments with WSC Executive Director.**
- **Assist in the development and distribution of outreach materials, brochures, tips sheets, flyers, newsletters, and training and technical assistance materials;**
- **A knowledge of graphic software programs is useful;**
- **Participate in project planning to identify and address project challenges and barriers;**
- **Participate in staffing meeting to discuss status of the project goals, objectives and activities, share new ideas, and address barriers and/or challenges; and**

All other activities and tasks as may be assigned for the good of the project and organization.

IV. OTHER:

This Job description is intended to outline areas of responsibility and authority of the WSC Project Coordinator. It is not a complete list of tasks that are included in the position. The Project Coordinator is encouraged to use their experience and creativity to effectively implement the goals, objectives and activities of the project. The Project Coordinator must be willing to work as part of the WSC team to achieve mutual goals, and have a willingness to embrace the mission and goals of WSC and commit to work towards ending violence against Indian women. This is a grant funded position contingent upon the renewal of grant funds and continuation of the position.

V. MINIMUM QUALIFICATIONS:

- B.A. or B.S. in related field and 3 years relevant work experience (equivalencies will be considered);
- Must have an understanding of the dynamics of Tribal communities and experience working with Native people;
- Development of training presentations and/or curricula preferred;
- Graphic design experience and skills preferred, ie Adobe Photoshop
- Excellent written and oral communication skills and ability to work independently, with little supervision, but also as part of the WSC team;
- Competency in basic office operations, record keeping and computer skills;
- Must be willing to lift and carry up to 50 lbs; and
- Must be willing to submit to and successfully pass a criminal background check.
- Experience as a project manager or has transferable skills that can be articulated
- Good communication and interpersonal skills capable of maintaining strong relationships;
- Strong organizational and multi-tasking skills;
- Excellent analytical and problem-solving abilities;
- Team-management and leadership skills;
- Documentation management and ability to use project management tools;
- Attention to details even under pressure;
- Time management skills with the ability to meet deadlines;
- Managing deadlines and allocating resources;
- Assisting in the definition of project scope and goals.

To Apply, send resume and a thoughtful cover letter to dkoester@womenspirit.net Qualified applicants will be interviewed on a continual basis, until filled. The position will remain open until filled. *All applications will be kept strictly confidential.*