



**First Nations Women's Alliance**  
**PO Box 107**  
**Devils Lake, ND 58301**  
[bonnieconsult@gmail.com](mailto:bonnieconsult@gmail.com)

<b>Job Title:</b>	<b>OVC Project Coordinator</b>	<b>Date:</b>	<b>June 12, 2024</b>
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**Position Focus:** To administer the 2023-26 OVC DVSG grant to work in conjunction with Tribal Colleges to develop victim specialists to fill staff needs of direct service agencies within the DOJ's scope of work, which includes victims of dv, sa, stalking, sex trafficking, etc., in Tribal communities.

**Major Duties:**

- Monitor and assist in meeting the goals and objectives of the grant as submitted and approved
- Complete community readiness assessments of partners, including Tribal Colleges and potential host sites
- Recruit, train, and supervise a cohort of 8-10 interns each semester
- Maintain regular contact with interns (weekly), host sites (monthly), and campuses (quarterly); evaluator as needed
- Develop individualized workplans for interns and monitor progress
- Assist in development, review and maintenance of forms and procedures
- Oversee data collection per OVC requirements
- Assist in completing required reports, including compiling necessary data
- Other duties as assigned

**Qualifications:**

- Experience working with local Tribes and American Indian population
- Ability to work independently
- Ability to understand and integrate data
- Ability to have patience in partnering with a variety of people with different levels of skill and knowledge
- Understanding of the basic dynamics of dv/sa
- Willingness to embrace the core values of FNWA
- Ability to travel as needed to achieve the goals of the grant; Must have current driver's license, vehicle and vehicular insurance coverage
- Computer skills and basic office administrative skills, basic accounting skills are a must
- Must pass criminal background check and alcohol and drug testing

<b>Job Location:</b>	May work remote	<b>Office:</b>	Devils Lake, ND
<b>Job Role:</b>	OVC Project Coordinator	<b>Closing Date:</b>	Until Filled
<b>Employment Status:</b>	Full-time Exempt	<b>Supervision</b>	ED
<b>Annual Salary Range:</b>	DOE: \$50,000 - \$58,000	<b>Manages Others:</b>	Interns
<b>Number of Vacancies:</b>	One	<b>Other:</b>	3 year grant

**Send Completed Application to:**

<b>Name:</b>	First Nations Women's Alliance	<b>Email:</b>	bonnieconsult@gmail.com
<b>Address:</b>	PO Box 107	<b>State</b>	North Dakota

<b>City:</b>	Devils Lake	<b>Zip/Postal Code:</b>	58301
<b>Phone:</b>	701-662-3380	<b>Fax:</b>	701-662-3381
<b>Application Procedure</b>	FNWA Application <a href="#">FNWA JOB APPLICATION 2024.pdf</a> ; Resume; Cover Letter highlighting how you would be an asset to FNWA’s work; Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials/copy of valid driver’s license/Names, mailing address, email address, phone numbers and permission to contact three references; Authorization signature will be required for background check and drug testing.		
<b>Open &amp; Close Dates</b>	Opens June 12, 2024 and Closes June 28, 2024		