

 <p>First Nations Women's Alliance <i>Supporting and Healing the Victims of Domestic Violence and Sexual Assault</i></p>	<p>First Nations Women's Alliance PO Box 107 Devils Lake, ND 58301 fnwa16@gmail.com</p>		
Job Title:	OVC Project Coordinator	Date:	December 15, 2023
<p>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.</p>			
<p>Major Duties:</p> <ul style="list-style-type: none"> • 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 review of forms and procedures from 2017 grant and revise as needed • Oversee data collection per OVC requirements • Assist in completing required reports, including compiling necessary data • Other duties as assigned 			
<p>Qualifications:</p> <ul style="list-style-type: none"> • 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 			
Job Location:	May work remote	Office:	Devils Lake, ND
Job Role:	OVC Project Coordinator	Closing Date:	July 27, 2015
Employment Status:	Full-time Exempt	Supervision	ED
Annual Salary Range:	DOE: \$50,000 - \$58,000	Manages Others:	Interns
Number of Vacancies:	One	Other:	3 year grant

Send Completed Application to:			
Name:	First Nations Women's Alliance	Email:	fnwa16@gmail.com
Address:	PO Box 107	State	North Dakota
City:	Devils Lake	Zip/Postal Code:	58301
Phone:	701-662-3380	Fax:	701-662-3381
Application Procedure	FNWA Application FNWA JOB APPLICATION 2024.pdf ; 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.		
Open & Close Dates	Opens 12/15/2023 and Closes 12/22/23 at 5 pm CST		