



Healing Native Hearts Coalition

POSITION DESCRIPTION

OUTREACH COORDINATOR

Title: Outreach Coordinator
Post date: November 8, 2022
Close date: December 9, 2022; or open until filled
Location: Fairbanks, AK
Compensation: DOE, Non-Exempt
Type of Position: Full-time, Permanent
Reports to: Executive Director

PURPOSE SUMMARY:

The purpose of this position is to work closely with the Executive Director to ensure maximum delivery to Fairbanks and our rural villages for women and children who are victims of crime, including, but not limited to: domestic violence, dating violence, sexual assault and stalking, elder abuse, financial abuse, emergency legal assistance, emergency housing, transportation, and access to counseling. The outreach coordinator work in collaboration with other domestic violence, sexual assault, dating violence, stalking, etc. The outreach coordinator will develop and conduct community education in the villages, strengthen relations with village councils, village staff (including law enforcement where present), and keep village councils informed of the status of the project.

DUTIES & RESPONSIBILITIES:

1. Provide on call crisis management services to victim of Crime by working in collaboration with other departments, HNHC programs as well as Partner Agencies.
2. Travel to villages to conduct educational presentations, meet with tribal councils for training purposes and to keep councils informed of the status of the project
3. Develop relationships with law enforcement, other justice personnel, village health clinic staff, social service programs if any in village service, behavioral health aides, TANF Programs, and other human/community service providers

4. Take the lead in developing programming addressing substance/alcohol abuse and domestic violence, dating violence, sexual assault, and child abuse.
5. Write up detail trip reports on every travel and comply monthly, quarterly, and yearly reports
6. Develop yearly work plan including a travel schedule that is reevaluated and coordinated with other agencies traveling to the villages
7. Develop a needs assessment for the Interior villages, distribute, and collect data for our grant, and assist the Executive Director with goals and objectives for the grants
8. Develop working relationships agencies and organizations that provide services to victims of domestic violence, dating violence, sexual assault, and stalking
9. Other duties as assigned

REPORTS TO:

Executive Director of HNHC

SUPERVISORY DUTIES:

There are no supervisory functions or responsibilities.

QUALIFICATIONS:

- Be familiar with the geography and culture of the interior Athabaskan Villages in the Tanana Chiefs Region
- Minimum of 2 years' experience with effort to affect systemic reform and work with victims of Domestic Violence and/or Sexual Assault
- Knowledge of and commitment to ending domestic violence and sexual assault
- Organizational and administrative ability
- Self-confident and self-motivated
- Public speaking
- Ability to work well with others and work well independently and handle stress and crisis situations
- Must Maintain Confidentiality and be committed to providing options and alternatives to women and children of DV/SA
- High School Diploma or GED

PHYSICAL DEMANDS

An individual will be required to work most hours in a general office environment and will need to be able to quickly respond to a change in work demands. Occasional light lifting (1-25 lbs.) is required. [*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*].



The Healing Native Hearts Coalition is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, disability, veteran status or other characteristics protected by law.

Healing Native Hearts Coalition grants an employment preference first to the Healing Native Hearts Coalition interior membership and their spouses or descendants, and second to Alaska Natives in accordance with P.L. 93-638.

**Interested applicants may apply by sending a cover letter,
resume, and list of three references to
executivedirector@hnhcoalition.org**