Native Village of Eklutna Membership Services Advocate

JOB DESCRIPTION

Title: Membership Services Advocate
Department: Administration
Reports to: Tribal Administrator or designee
Wage: TBD ~ 30-40 Hours per week, starting pay DOE up to $28 per hour

Position Summary:
Provide program planning for Tribal victim service’s program as part of a partnership with community service providers and other agencies with a goal to implement a sustainable victim service program for the Native Village of Eklutna.

Primary Duties and Responsibilities:

1. Participates in program planning and needs assessment with input from community leaders, project staff and the Advisory Group.
2. Provides recruitment, support and training for safe home families interested in helping victims of crime to safety.
3. Assists and participates in coordinating staff enrichment training events.
4. Provides monthly data collection reports for the project for internal and external audiences.
5. Participates in regular staff meetings and all required training.
6. Participates in all appropriate training functions
7. Networks with other department staff, service providers, prevention organizations and agency partners to promote the mission and goals of the Native Village of Eklutna.
8. Performs other duties as assigned.
COMPETENCIES, SKILLS, AND ABILITIES:

1. Communicates effectively orally and in writing as appropriate for the needs of a diverse audience.
2. Communicates with others outside the organization, representing the organization to customers, the public, and other external sources in person, in writing, or by telephone or e-mail in keeping with current policies & procedures.
3. Encourages and builds mutual trust, respect, and cooperation among team members and facilitates members of a group to work together to accomplish tasks.
4. Ability to read, comprehend, and follow established policies and procedures.
5. Ability to manage work time well, prioritize and meet deadlines.
6. Ability to exercise good judgement, courtesy, and tact.
7. Ability to establish a good rapport with people of diverse cultures and belief systems.
8. Demonstrated ability to work effectively in a team environment.
9. Must demonstrate sound judgment, professional boundaries, ethics, and ability to maintain confidentiality.
10. Ability to develop specific goals, prioritize projects and assignments, organize, and accomplish work with little to no direct supervision.
11. Requires extensive networking, teamwork with other employees, and an ability to share information and speak in open forums in front of groups.
12. Ability to endure and balance work fluctuations, deadlines, and interruptions.

Workplace Environment
Place of employment to be located from 26339 Eklutna Village Road, Chugiak, Alaska 99567. Work hours 9:00 AM to 5:00 PM, Monday through Friday. Travel to occasional training or meeting may be required.

Position Requirements:
MUST HAVE:
- High School Diploma or equivalent, required
- Be able to pass a background check
- Valid Alaska Driver’s license
- Strong knowledge of MS Office, including Word, Excel, PowerPoint, and Outlook
- Extensive knowledge of social, cultural and economic conditions in rural Alaska; cross-cultural experience working with Alaska Natives.
- Prior experience in a victim service, tribal/non-profit environment