



TRIBAL LAW AND POLICY INSTITUTE

Serving Native Communities Since 1996

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Tribal Court Clearinghouse ~ www.tlpi.org

Tribal Law and Policy Institute ~ www.home.tlpi.org

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ADMINISTRATIVE MANAGER

Maria Alidio

JOB ANNOUNCEMENT

Job Title: Program Specialist

Location: West Hollywood, California

Summary:

The Tribal Law and Policy Institute (TLPI) is a Native American operated non-profit corporation organized to design and deliver education, research, training, and technical assistance programs which promote the enhancement of justice in Indian country and the health, well-being, and culture of Native peoples. For additional information, please visit: www.Home.TLPI.org.

TLPI is seeking two, full time, Program Specialists. Responsibilities will primarily focus on implementation of goals, objectives and deliverables for the Tribal Healing to Wellness Court Training and Technical Assistance (TTA) Program. The goal of the program is to assist Wellness Courts in the development, implementation, and sustainment of program practices for increased program effectiveness and long-term participant success. The TTA Program will provide intensive, customized Wellness Court TA, as well as national TA, that advances current resources and TA. This proposed TA program is designed to effectively address the tribal-specific 10 key components, the National Drug Court Standards, the Family Drug Court Guidelines, and the Juvenile Drug Treatment Court Guidelines. Resources will be prioritized to support the unique needs of rural and tribal communities, increasing partnerships with law enforcement to enhance public safety and reduce crime, and expanding and disseminating treatment resources to address the opioid epidemic.

Primary Duties:

Working with the guidance and supervision of the Executive Director, Wellness Court Project Coordinator and Program Director, the primary duties of this position, include:

- Work closely with the Wellness Court Project Coordinator to accomplish the goals, objectives and deliverables of the Wellness Court TTA work plan
- Coordinate training and technical assistance services for tribal courts
- Develop and disseminate training materials, including presentation materials, webpages, resources, technical assistance packages, and publications

BOARD OF DIRECTORS

PRESIDENT: Abby Abinanti (*Yurok*) | VICE PRESIDENT: David Raasch (*Stockbridge-Munsee*) | SECRETARY-TREASURER: Margrett Oberly Kelley (*Osage/Comanche*)

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- Coordinate and supervise consultant project tasks
- Travel to deliver technical assistance and trainings, as needed
- Track performance measure data
- Ensure timely submission of grant reporting
- Serve as key contact for project meetings and conference calls, ensuring that meeting notes and follow up items are completed
- Maintain communication of project specifics with TLPI staff, board and consultants
- Interact with funding agency and grant manager, as needed

Qualifications:

Education and/or Experience:

Required: Bachelor's degree; experience or demonstrated expertise in tribal justice systems and/or problem-solving courts

Preferred: Juris Doctorate, Master's degree, or other applicable advanced degree

Strongly preferred: Four (4) years of programmatic development/implementation and/or direct services delivery; previous experience with American Indian and Alaska Native communities; basic knowledge of federal Indian Law and policies; and experience and/or demonstrated expertise in at

- Healing to Wellness Courts
- historical trauma and trauma-informed care
- cultural adaptations to evidence-based practices and programming
- strategic planning and action plan development
- tribal-state collaboration coordination
- prevention, intervention, and treatment programs
- systemic, community-wide, public health strategies and responses

Organizational Skills:

Required: Demonstrated ability to prioritize and effectively multi-task; demonstrated ability to exercise initiative and be a self-starter; demonstrated ability to meet deadlines; demonstrated ability to maintain focus in a rigorous working environment.

Language / Writing Skills:

Required: Strong ability to read and draft reports, articles, and other program materials using Microsoft Word and Excel; ability to analyze information and be able to clearly articulate information through organized writing; ability to coordinate and compile PowerPoint presentations; and ability to transfer information to reports.

Other Skills and Abilities:

Required: Demonstrated proficiency or advanced ability in Microsoft Office (Word, Publisher, PowerPoint, Excel, and Outlook).

Preferred: Familiarity with programs such as Asana, Skype, Wix, GoToMeeting, and SharePoint.

Salary:

Salary depends on qualifications. Excellent benefits package includes: full medical, dental, and vision insurance, life insurance and a 403(b)-retirement plan.

How to Apply:

Submit a cover letter describing: 1) your interest in this position; 2) your experience and; 3) your availability. Please also include: your resume (pdf format); one writing sample that strongly demonstrates your writing skills (e.g., memo, report, notes). References will be requested during the interview process. Please do not call regarding this position. If you have a question regarding the position, please contact Jessica Harjo via email.

All submissions should be sent via email to:

Jessica Harjo
Operations Director
Tribal Law and Policy Institute
Email: jessica@tlpi.org

Application deadline: October 26, 2018 5:00pm PST

The Tribal Law and Policy Institute is an equal opportunity employer. Tribal citizens, women, and persons of color are encouraged to apply.