

REQUEST FOR QUALIFICATIONS

EDUCATION OUTREACH COORDINATOR

BACKGROUND

The Hoopa Valley Tribal Court, located in Humboldt County, CA, has jurisdiction to hear cases arising under the Hoopa Valley Tribal Constitution or statute; this does not include criminal cases since the Hoopa Valley Tribe is within a PL280 state. In addition, the court hears cases involving family law, child abuse and neglect, evictions, domestic violence restraining orders, juvenile delinquency, juvenile wellness court, traffic citations, and civil complaints about monetary damages.

The Victims of Crime Program housed within the court provides access to client-driven comprehensive services implemented by advocates and skilled attorneys to all survivors of crime within the Hoopa Valley Tribe jurisdiction.

SOLICITATION

The Hoopa Valley Tribal Court, Victims of Crime Program, is soliciting qualifications from the contractor(s) for an Education Outreach Coordinator.

The Education Outreach Coordinator is a contract position that will assist the Program Director in collecting and cross-referencing all direct service information and mandatory performance measures related to the OVC award. In addition, assist the Victims of Crime program to provide secondary and tertiary prevention education to the greater public. Examples of this work include:

- Educating other service providers about the needs of the community
- Providing the public with information about the services offered to victims of crime
- In collaboration with Program Director, develop Victims of Crime Program multimedia strategic plan
- Develop and design original content for outreach, social media, and communications, i.e., brochures, flyers, media posts, newspaper articles
- Design and expand Hoopa Court Victims of Crime web page.
- Assist program Civil Legal Assistant and Program Director in designing content for Tribal Court self-help kiosk for the public to access, i.e., victim rights information, resource directory, safety planning, explaining court and criminal processes, information to file restraining orders, program materials and services offered
- Build Victims of Crime content calendar
- Implement and promote data collection instruments to community

SELECTION CRITERIA

- Excellent oral and written communication skills
- Direct 3 plus years of experience working with prevention frameworks within Indian Country
- Ability to design and strategize concise, accurate content on various media platforms

- A positive and teamwork-oriented person with a keen focus on attention to detail
- Ability to collect and interpret data

PROJECT TIMELINE

Expected output completion by August.

QUALIFICATIONS STATEMENT DUE DATE:

April 29th, 2022

TO REQUEST MORE INFORMATION AND SEND PROPOSALS CONTACT:

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Hoopa Tribal Court
P.O. Box 1389
Hoopa, CA 95546

PROPOSALS MUST INCLUDE

- a) Introduction of Contractor summarizing Individual's background, resources, and relevant experience
- b) Examples of past projects, preferable of a similar size and scope
- c) References from at least two (2) past projects
- d) Proposed schedule and cost for the project, including project stages, milestones, and payments
- E) Each page shall be numbered and have contractors name on it

CONDITIONS OF EMPLOYMENT

Indian preference will be given in accordance with Title 13; T.E.R.O. Ordinance of the Hoopa Valley Tribe.

Subject to Title 21; Drug and Alcohol Policy of the Hoopa Tribe.