TUNDRA WOMEN’S COALITION
Job Description

Teens Acting Against Violence (TAAV) Coordinator

Requirements: Yup’ik Speaker Preferred
Experience working with adolescents required
Willingness to work with at-risk teens
Must be willing to help teens learn violence prevention-based skits & presentations
Knowledge of domestic violence, sexual assault & child sexual abuse required
Knowledge of substance abuse preferred
Must be willing to work with at-risk families in a residential environment
College degree preferred – BA in Education or Social Work helpful
Willingness to fly on small planes required
Must obtain an Alaska driver’s license; must be willing to drive 15-passenger van
Must be willing to work limited on-call hours & function on SART team
Must be able to pass background check

Hours: 40 hours per week, flexible schedule, some evenings/weekends will be required.

Responsibilities:
1. Facilitate Teens Acting Against Violence; peer theater performances and outreach campaigns that address issues facing adolescents.
2. Conduct outreach and sexual assault victim advocacy services for Alaska Native youth.
3. Create presentations & performances for schools/communities, including village travel.
4. Coordinate healthy activities for TAAV teens and for teens in community and shelter.
5. Provide in-services (through preparatory research) on an assortment of subjects to members of TAAV group and provide homework assistance as appropriate.
6. Coordinate fundraising, travel arrangements, and sponsorship request campaign for annual TAAV Outward Bound trip.
7. Formulate press releases and maintain communication with local media outlets in order to keep the community aware of TAAV campaigns and activities.
8. Assist teens & families in Transitional Housing & shelter with accessing community resources.
9. Maintain records and monthly/quarterly reports for TAAV
10. Attend training as required and perform other duties as assigned.
11. Participate in staff meetings and supervision.
12. Participate in and help coordinate Domestic Violence/Sexual Assault Awareness Months
13. Willingness to model sober and non-violent behavior on and off the job. (Revised 08/18)