

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.

Job Type: Full-time, 40 hours per week with on-call and overtime

Pay range: \$41,600-\$62,400 DOE

Benefits: TWC offers health insurance (Premera), dental insurance (Lincoln), and eye insurance (Alaska VSP). Coverage is effective after one month of FT employment. TWC offers a retirement plan with a 3% employee match. TWC offers 12 holidays in a year, people's birthday off and five mental health days a year. Sick leave and vacation leave is accrued at four hours a week each and is increased after two years, five years, and seven years.

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. Be on call for Sexual Assault reports approximately once every two months for the duration of a week and respond with the Multi-Disciplinary Team to adults reporting sexual assault.
13. Participate in and help coordinate Domestic Violence/Sexual Assault Awareness Months
14. Willingness to model sober and non-violent behavior on and off the job. (Revised 08/18)