



Job Opening



POSITION:	Director of Tribal Projects
CLASSIFICATION:	Regular, Full Time (40 hours per week), Salaried, Exempt
LOCATION:	3036 University Ave SE Minneapolis, MN 55414 (100% Remote option available)
WEBSITE:	http://familywiseservices.org/
CLOSING DATE:	Open Until Filled

FamilyWise Services has been keeping children safe and helping families lead stable, healthy and productive lives since 1976. We educate, empower and enrich families who are struggling with poverty, substance abuse, mental health issues, homelessness and domestic violence. FamilyWise Services also believes that promoting thriving and self-healing communities is about empowerment – it's about investing in the people who have the most at stake, so they can be recognized as expert leaders of their own community's change.

The Director Tribal Projects will support the mission of Familywise by leading prevention initiatives and promoting the self-healing community model in a specific geographic area of the state, including two to four Minnesota Tribes per year.

BENEFITS: \$45,000 - \$55,000 annual salary; generous vacation (3 weeks in year 1, increasing after) and sick time policies, plus 9 paid holidays and 3 floating holidays per year; competitive health, dental, life and disability and vision insurance; short- and long-term disability insurance; retirement matching at 3% with immediate vesting.

SCHEDULE: This position has the option to be located in the Minneapolis FamilyWise main office (3036 University Ave SE Minneapolis, MN 55414), or in a 100% remote office, if located in Greater Minnesota.

JOB RESPONSIBILITIES:

Community Education & Engagement

- Build and sustain relationships with community partners to promote and support local implementation of prevention initiatives to stakeholders, with a special focus on Tribes in Minnesota and Collaboratives.
- Nurture and build relationships with Tribal community members and organizations to promote meaningful engagement by encouraging community input from new and diverse leadership.
- Support and develop prevention-related communications for assigned region and the state
- Promote child abuse prevention awareness during April and throughout the year, Radiothon, and the recognition of partner prevention activities.
- Support planning for annual prevention-related events.

Culturally Responsive Education & Activities in Tribal Communities

- Maintain and update the Remembering Resilience webpage and social media campaign to ensure it remains a user-friendly and responsive community resource.
- Share the Remembering Resilience podcasts and related content within Tribal communities in Minnesota.
- Support the capacity of groups and organizations to explore the implementation of trauma-responsive policy, systems, and environmental changes.
- Support development, planning and hosting of healing events for Indigenous community members and partners.

Support Capacity Development of Indigenous Caregivers & Providers in Tribal Communities

- Support the capacity of Indigenous families in Tribal communities by offering family-friendly activities and culturally responsive resources that promote family connection, healthy eating, and physical activity.
- Support the capacity of Indigenous providers in Tribal communities by providing support for the convening of a monthly affinity group.
- Provide opportunities for Indigenous caregivers and providers to commit to, practice, and build their social emotional learning skills, so they have more tools to respond to stressful situations as they arise.

Training & Presenter Support

- Provide technical assistance to the ACE Interface presenter network as able (including presenter demonstrations, co-presenting support, certification support, and presenter support sessions).



- Provide and assist with in-person and virtual training and education, primarily within assigned regions and across the state as needed.
- Support communications for prevention activities and the ACE Interface presenter network (may include: maintaining and supporting Slack, posting on MN ACEs Action, developing ACE Interface presenter newsletters, etc.).

Data Management & Evaluation

- Enter data in Apricot for all regional prevention initiatives by due dates (includes: quarterly Collaborative case notes, ACE Interface presenter demonstrations and service notes, trainings and workshops).
- Administer surveys for prevention activities to gather participant input on the effectiveness of activities and to improve service delivery ongoing.
- Assist with defining specific and measurable outcomes for prevention activities, and collecting data to support these measures.
- Prepare and submit progress reports as requested.

Organizational Engagement

- Work in partnership with FamilyWise Services staff and volunteers to support and implement agency's strategic plan, as requested.
- Maintain responsive and regular communication with project funders and contractors.
- Serve on FamilyWise Services committees as requested.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in a relevant field, or demonstrably equivalent knowledge gained through alternative courses of study and life experience.
- Experience in community engagement or community organizing.
- Experience building connections and relationships within tribal communities, with tribal organizations, and tribal partners.
- Experience working in a nonprofit setting preferred.

Knowledge, Skills and Abilities:

- Knowledge of the human services nonprofit sector required.
- Ability to work in a diverse environment and partner with people from various racial and cultural backgrounds.
- High degree of confidentiality, diplomacy, discretion and tact.
- Willingness to build skills presenting and facilitating groups; experience as a presenter and facilitator preferred
- Strong critical thinking skills and the ability to achieve results both individually and working with others.
- Willingness to be trained as an ACE Interface presenter.
- Ability to travel to sites throughout the state.

Licenses and/or Certifications:

- Certified ACE Interface presenter preferred (but not required).
- Valid MN Drivers' License, access to reliable transportation and the ability to meet FamilyWise's driving record requirements.

Must have completed COVID-19 vaccination and/or will have completed the vaccine before starting; FamilyWise can provide vaccination resources if needed.

Please go to the [FamilyWise Job Board](#) to apply through our online applicant tracking system.

Diversity and open expression are fundamental to the work of FamilyWise Services. We are passionate about building and sustaining an inclusive and equitable working environment where everyone can belong. Every member of our team enriches our work by exposing us to a broad range of ways to understand and engage with



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the world, identify challenges, and to discover, design, and deliver solutions. We welcome everyone to apply, especially those individuals who are underrepresented in our sector: individuals who identify as BIPOC, LGBTQI+ and gender fluid or gender nonconforming, individuals with disabilities (both seen and unseen), veterans, people of any age or family status. *We encourage you to apply even if you feel like you don't fit 100% of the technical requirements.* Equal Opportunity Employer: All qualified applicants will receive consideration for employment without regard to age, race, color, religion, disability, marital status, national origin, sex, gender identity, sexual orientation, familial status, genetic information or a protected veteran's status.

Our organization has a partnership with Metropolitan Alliance of Connected Communities (MACC) to provide administrative services including management of the recruiting process. If you apply for this position, you may see references to MACC in some online materials.

FamilyWise Services participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you're authorized to work in the U.S. See E-Verify's official poster at https://e-verify.uscis.gov/web/media/resourcesContents/E-Verify_Participation_Poster_ES.pdf.



**This Organization
Participates in E-Verify**

**Esta Organización
Participa en E-Verify**



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781

dhs.gov/e-verify



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