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**JOB DESCRIPTION**  
**NATIVE AMERICAN/INDIGENOUS COMMUNITY RELATIONS PROJECT MANAGER**

The California Partnership to End Domestic Violence (CPEDV) is California's recognized domestic violence coalition, representing over 1,000 advocates, organizations, and allied groups. We recognize domestic and intimate partner violence as one of many interconnected forms of systemic oppression and unequal power. It silences diverse perspectives and prevents people and communities from actualizing their full potential. The Partnership works to lead and energize the domestic violence movement by strengthening the capacity of the field to listen to the collective and varied perspectives of survivors, families, and communities with the goal of ending patriarchal, domestic, and intimate partner violence.

CPEDV is deeply committed to creating and sustaining an organizational culture that values diversity, inclusion, and equity; and envisions an organization that reflects the rich cultural diversity of California. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms.

Under the leadership of the Director of Impact Strategies, the **Native American/Indigenous Community Relations Project Manager** (NAICRPM) will exercise independent decision making to accomplish the goals of the project and will serve as the main resource for project specific topic(s) for Partnership staff, members, and partners. They will guide the Impact Strategies team in developing, building, improving and management Partnership relations with Native American/Indigenous leaders and community and tribal domestic violence programs. The NAICRPM will critically examine the Partnership's programming, public policy, and communications practices for strategies and processes for intentional inclusivity and equity for Native American/Indigenous Communities.

**RESPONSIBILITIES:**

- Guide the Impact Strategies team's strategy to build and maintain processes and activities that will create transparent communication and restore and build trust with Native American/Indigenous leaders and the Partnership.
- Build and maintain relationships with Native American/Indigenous members, leaders, and programs.
- Serve as a key point of contact for Native American/Indigenous leaders.
- Be the Partnership's principal ambassador to Native American/Indigenous communities, programs, and leaders.
- Guide Native American/Indigenous education and technical assistance for staff, Board and membership.
- Organize community outreach.
- Draft and distribute various communications that promote relationship building.
- When COVID restrictions are lift, attend relevant events and activities to represent the Partnership and build strong relationships with key community members.
- Respond to inquiries from Native American/Indigenous leaders.
- Build cross-functional relationships within the Partnership and Native American/Indigenous leaders.
- Plan, coordinate, and execute communications, conferences, technical assistance with Communication and Capacity Building departments.
- Collaborate on social media content plans to enhance collaboration.

**PRINCIPLES OF COMMUNITY:**

To foster the best possible working environment, the Partnership strives to maintain a climate of equity, fairness, cooperation, and professionalism. All of us are expected to positively contribute to a climate of integrity marked by mutual respect for each other; celebrate diversity and adapt responsibly to cultural differences; seek to foster understanding and acceptance; promote awareness through education; engage in constructive dialogue and strategies for engaging and resolving conflict; reject any and all acts of discrimination of any kind and appropriately confront and respond to such acts; affirm the right to freedom of expression; maintain and promote an atmosphere free of abusive or demeaning treatment, and commit to adherence and enforcement of the

Partnership's Principles of Community that promotes the fulfillment of these principles. Key performance indicators of the principles of beloved community include:

- Communicating with dignity and respect.
- Engaging in efforts to learn and understand the culture of the Partnership to interact in a manner that supports the overall mission and directly aligns with the Partnership's Theory of Change.
- Constructively engaging in teamwork and collaboration.
- Working with others in a spirit of cooperation regardless of racial, ethnic, religious, age, ability, culture, gender identity, sexual orientation, or other differences.
- Taking proactive measures to promote more respectful interactions in the workplace.
- Treating and responding to others equitably and fairly.
- Recognizing – within themselves and others – conversations or activities that could serve to make others feel isolated, ostracized, or harassed.

**OTHER RESPONSIBILITIES:**

- Position domestic violence issues along with other movements.
- Embody and promote the Partnership's values and guiding principles.

**REQUIRED SKILLS/EDUCATION/QUALIFICATIONS:**

- At least 4 years of work experience with Native American and/or Tribal Communities and/or programs.
- At least 4 years of work experience within the Domestic Violence field
- At least 2 years of collaboration building work experience.
- Commitment to the Partnership's Mission and Theory of Change.
- Excellent organizational and time-management skills.
- Ability to be self-directed and to work collaboratively within a team environment.
- Strong verbal communication and collaborative interpersonal skills.
- Ability to communicate complex information and issues in a readily understandable way both orally and in writing.
- Able to work effectively as part of a team and on own initiative.

**DESIRED SKILLS/QUALIFICATIONS:**

- Knowledge of public relation practices.
- Technical proficiency with MS Office programs. Preference given to candidates familiar with QuickBooks Online, TSheets time tracking, Intuit payroll, and web.
- Supervisory experience.

**LOCATION/TRAVEL:**

The Partnership's main office is in Sacramento, California; however, we are currently operating under telework-only conditions. Under normal operations, this position may require regular travel (approximately 25-40% of the time). While working out of the Sacramento office is preferred when normal operations resume, CPEDV will also consider California/non-California based, remote applicants for this position. Please indicate in your cover letter if you are applying as a remote-only applicant.

**TO APPLY:**

Please email the below items to Lisa Sica, Director of Culture and Trust, at [jobs@cpedv.org](mailto:jobs@cpedv.org). (No U.S. mail, faxes, or direct emails please.)

- a) Cover letter

b) Resume

All of the above items should be combined into a single email attachment in PDF form, and your cover letter should also be pasted into the body of the email.

**SALARY:**

- This is a part-time, non-exempt position
- This position is anticipated to work between 15-20 hours per week
- The starting rate for the position is **\$32/hr**

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*The California Partnership to End Domestic Violence is an equal opportunity employer and makes employment decisions based on merit. The Partnership desires to have the best available person in every position. Organizational policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin, or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. Organizational policy also prohibits unlawful discrimination based on the perception or an association with a person having any of the above characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and against organizational policy.*

*The Partnership is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the organization and prohibits unlawful discrimination by any employee of the Partnership, including Supervisors and co-workers.*

*The Partnership has a policy of encouraging diversity in the workforce. Employee diversity maximizes the talented pool of the organization and is an important component of the management workforce of the organization. Employees, as well as Members benefit from the organization's policy on diversity because employees work in a dynamic environment where many different views are considered and respected. The Partnership serves the information needs of widely different communities in California and is committed to cultivating a diverse workforce that represents many backgrounds.*

*This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination and all other privileges, terms, and conditions of employment.*