



**San Pasqual Band of Mission Indians
Job Vacancy**

Position Title: Domestic Violence Program Coordinator	Posting Date: November 5, 2025
Position Reports to: Director of Domestic Violence	Employment Status: Full Time
Department: Domestic Violence	Internal Closing Date: November 10, 2025

Position Summary:

The Native American Domestic Violence and Sexual Assault Victim Advocate Coordinator will play a critical role in supporting and empowering victims within Native American communities. This position is responsible for coordinating comprehensive advocacy services for individuals affected by domestic violence and sexual assault, ensuring culturally relevant and trauma-informed support.

The ideal candidate will possess a deep understanding of the unique challenges faced by Native American victims, strong communication and interpersonal skills, and a commitment to promoting safety, healing, and justice. This position requires a proactive approach to advocacy, a passion for community engagement, and the ability to work effectively in a team-oriented environment.

This full-time position offers an opportunity to make a meaningful impact in the lives of victims and contribute to the overall well-being of Native American communities.

Essential Duties and Responsibilities:

- Develop and implement advocacy programs tailored to the needs of victims within Native American communities.
- Provide direct support and crisis intervention to victims of domestic violence, sexual assault, including emotional support and safety planning.
- Facilitate access to essential resources such as legal assistance, counseling, medical care, and shelter services.
- Conduct community outreach and education initiatives to raise awareness about domestic violence and sexual assault, promoting prevention and intervention strategies.
- Collaborate with tribal leaders, law enforcement, and local service providers to enhance the community's response to domestic violence and sexual assault.
- Maintain accurate and confidential records of victim interactions, services provided, and program outcomes.
- Advocate for victims in legal settings, including court appearances and interactions with law enforcement.
- Organize and facilitate support groups and workshops for victims to promote healing and empowerment.
- Seek funding opportunities and assist in grant writing to sustain and expand advocacy efforts.



- Stay informed about best practices, legal updates, and resources related to domestic violence and sexual assault advocacy.
- Provide training and support volunteers and staff involved in advocacy efforts.
- Participate in community coalitions and committees focused on addressing domestic violence and sexual assault issues.
- Supervise and mentor other advocates, providing training, support, and performance evaluations to ensure high-quality advocacy services.

Education, Qualifications & Skills

- Minimum of 2-3 years of experience in victim advocacy, social services, or a related area, preferably within Native American communities.
- Completion of training in domestic violence and sexual assault advocacy, including trauma-informed care and crisis intervention techniques.
- Knowledge of legal rights and resources available to victims of domestic violence and sexual assault.
- Familiarity with Native American culture, traditions, and the unique challenges faced by Native American victims.
- Certification in First Aid and CPR is preferred.
- Ongoing professional development and training in relevant areas, such as cultural competency, mental health, and community resources
- High School Education or GED.
- 2+ years administrative experience
- Detailed oriented with good analytical skills
- Proficient in Microsoft Word, Excel, and PowerPoint
- Ability to write, speak, and interact clearly and professionally
- Strong multi-tasking, organizational and time-management skills.
- Can handle sensitive information with the highest degree of integrity and confidentiality
- Must be able to lift/carry/empty up to 20 lbs.
- Must be able to occasionally crouch, bend, lift, walk, stand, pull, push, kneel, reach, repetitive hand motion, and sit.
- Must have valid identification.
- Must be able to pass a drug screen and background check.

Individuals interested in being considered for this position should email their resume to
hr@sanpasqualtribe.org, apply online at

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=218792&clientkey=B8DA13884CDB5C1B3AA4580D7D4DD0B1&jpt=fe23e4658f74b1d00f8051bdd9ce7eb0>, or submit their application in person or by mail to 16400

Kumeyaay Way, Valley Center, CA 92082.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions gives hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.