

**JOB ANNOUNCEMENT:** Posted January 2019

## **SENIOR PROGRAM ASSOCIATE | ENHANCING ACCESS FOR CRIME VICTIMS**

Job Title: **Senior Program Associate | Enhancing Access for Crime Victims**

Reports to: Senior Program Manager | Language Access Program

Employment Status: 100% FTE

Application Deadline: **February 15, 2019**

### **Asian Pacific Institute on Gender-Based Violence**

The Asian Pacific Institute on Gender-Based Violence is a national resource center on domestic violence, sexual violence, trafficking, and other forms of gender-based violence in Asian and Pacific Islander communities. We analyze critical issues affecting API victims/survivors; provide training, technical assistance, and policy analysis; and maintain a clearinghouse of information on gender violence, current research, and culturally-specific models of intervention and community engagement. The Institute serves a national network of advocates, community-based service programs, federal agencies, national and state organizations, legal, health, mental health professionals, researchers, policy advocates, and activists from social justice organizations working to eliminate violence against women. Our vision of gender democracy drives our goals to strengthen culturally-relevant advocacy, promote prevention and community engagement, and influence public policy and systems change.

API-GBV offers a rich working environment that includes connecting with powerful, inspiring advocates; being exposed to the cultural and linguistic diversity of Asian and Pacific Islander communities; learning about federal, national, state and local networks addressing gender-based violence; understanding the strengths and struggles of survivors; and how all these forces contribute to social change.

At the center of API-GBV's Language Access Program is the *Interpretation Technical Assistance & Resource Center (ITARC)*, established in 2007. The Language Access Program focuses on planning, compliance and implementation of language access policies; building interpreter skills to serve victims of gender violence; and enhancing access to language services in victim service programs, courts, law enforcement, and other legal/social service agencies. It provides training, technical assistance, and resources to build the capacity of systems and organizations to provide language access for victims/survivors of gender-based violence with limited English proficiency. This year, the program expands to include *Improving Language Access in the Courts* and *Enhancing Access to Services: Training & Technical Assistance*.

For more information, visit our website at [www.api-gbv.org](http://www.api-gbv.org).

Please note that we do not provide any direct services to victims/survivors.

**POSITION SUMMARY:**

The *Enhancing Access to Services: Training & Technical Assistance* program will build the capacity of ten service programs to provide language access for LEP / Deaf / Hard of Hearing victims affected by crimes that include, but are not limited to, domestic violence, sexual assault, trafficking, identity theft, robbery, and caregiver abuse. This project has a large collaborative component with two other national technical assistance providers – the Vera Institute of Justice and the Casa De Esperanza/ the National Latin@ Network. The Senior Program Associate will be responsible for designing and implementing training and technical assistance for all 10 sites to ensure implementation of their program goals; coordinating with national partners and the Office on Victims of Crime; developing a web-based resource-hub, and identifying and highlighting promising, evidence-informed practices that emerge from the project and have an impact on the field. Our preference is for this position to be based in our Oakland (or Seattle) office.

**DUTIES AND RESPONSIBILITIES:**

We have provided a detailed description of the project’s workplan to give interested applicants a clear idea of this new position.

**Program Design, Research and Technical Assistance:****Year 1**

- Develop and conduct a needs assessment of the 10 sites on the current state, needs, assets and goals of the site.
- Develop and implement customized training and TA plans based on identified needs.

**Year 2**

- Develop a web-based resource hub by compiling and curating resources such as tip sheets, toolkits, glossaries, and other useful language access resources.
- Author and disseminate a final report on promising and evidence informed practices used at the 10 sites that can be replicated or adapted.
- Present findings at crime victim conferences

**Training: Years 1 and 2**

- Plan and provide webinars such as: intro to language access for LEP/Deaf/deaf/HOH, laws, working with interpreters, budgeting, vicarious trauma for interpreters, assistive and emerging technologies, skills-building for bilingual providers; other topics, as needed.
- Identify training needs for range of crimes addressed and their traumatic impacts.

**National Collaboration: Years 1 and 2**

- Connect with/serve as a resource to Victim Assistance and Compensation Administrators to identify and address resources and challenges for LEP/Deaf /deaf/HOH victims.
- Coordinate with national partners and OVC to build robust program.

**Develop Cohort Networks: Years 1 and 2**

- Facilitate peer network for grantee cohort to communicate, share information, problem-solve, strategize on challenges, adapt successes, and exchange knowledge, program plans, and contexts affecting access.

**REQUIRED QUALIFICATIONS:**

- Graduate college degree or equivalent experience;
- Minimum three years of demonstrated content-area expertise on language access and spoken and/or sign language interpretation;
- Minimum two years of experience working with LEP and/or Deaf/deaf/HOH victims and survivors of crime – preferably in assisting them through the criminal justice system;
- Minimum three years of experience in designing and providing training and technical assistance;
- Minimum three years of experience in managing complex projects in a fast-paced environment with minimal supervision;
- Demonstrated writing, research, resource compilation, assessment and analytic skills
- Superb verbal and written communication skills including the ability to communicate and build rapport individually and in groups with a wide range of stakeholders;
- Excellent organizational and logistical planning skills; ability to think critically, set priorities, develop timelines, pay scrupulous attention to detail, and exercise good judgement and problem-solving skills;
- Ability to take initiative; work independently and as a team member; collaborate with internal and external stakeholders;
- Display a desire for continuous learning and self-improvement including giving and receiving constructive feedback;
- Flexibility: ability to adapt to dynamic environments; comfort with ambiguity and complexity; ability to work with diverse populations and personalities;
- Technical fluency in MS Office (Outlook, Word, Excel, and PowerPoint); and
- Ability to travel nationally (20% of time)

**PREFERRED QUALIFICATIONS:**

- Experience working with law enforcement, courts, community-based service providers, interpreters, and/or attorneys;
- Knowledge of the dynamics of domestic violence, sexual assault, trafficking, other types of gender-based violence;
- Experience working with federal grant programs and federal funders.
- Bilingual and/or bi-literate in an Asian, Pacific Islander or another language.

**GENERAL API-GBV STAFF ROLES:**

Along with all employees, the staff person is expected to:

- Foster an environment that promotes trust and cooperation among constituents and staff.
- Apply policies and procedures to ensure that the principles of API-GBV are implemented.

- Maintain confidentiality in accordance with federal, state, and local regulations and in accordance with professional codes of conduct.
- Be accountable for participation in decision-making processes and outcomes.
- Understand the mission, values, and principles of API-GBV and applies them in work responsibilities.

**PHYSICAL DEMANDS:**

The following physical demands described are necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job.

- Must be able to clearly communicate with others to understand them and to be understood;
- Must be able to occasionally lift and/or move up to 20 lbs.;
- Must be able to operate office equipment: telephones, copier, scanner, fax, other electronic devices;
- Must be able to effectively work on a computer, with mouse or track-pad, up to 8 hours per day;
- Must be able to manage a travel schedule averaging 1-2 out-of-town trips per month requiring airplane travel for stays of 2-6 days. Travel work environments include meetings in hotel conference facilities, office meeting rooms and overnight accommodations in hotel rooms. With airline travel, airport environments contain security scanners and procedures as well as the necessity to handle checked or carry-on baggage;
- Must be able to attend in-person or web-based meetings, sitting, listening, and taking notes.

**COMPENSATION:**

Salary is commensurate with experience, starting at \$66,000.

We provide an excellent benefits package, including medical, dental, vision, basic life and disability insurance, 401k, paid vacation and sick time.

**APPLICATION INSTRUCTIONS:**

Applicants must submit a CV/resume, a cover letter specifically referencing the qualifications listed above, and a writing sample to [HR@api-gbv.org](mailto:HR@api-gbv.org). In the subject line, note: Your last name, first name: Senior Program Associate | Enhancing Access for Crime Victims

**APPLICATION DEADLINE:**

February 15, 2019. Applications will be reviewed as they are received.

The Asian Pacific Institute on Gender-Based Violence is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities.