

JOB ANNOUNCEMENT: POSTED FEBRUARY 20, 2020

SEXUAL ASSAULT COORDINATOR | CULTURALLY SPECIFIC SERVICES PROGRAM

Job Title: Sexual Assault Program Coordinator | Culturally Specific Services Program

Application Deadline: March 20, 2020

Reports to: Project Specialist II

Employment Status: 50% FTE

Asian Pacific Institute on Gender-Based Violence (API-GBV)

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 (API) 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, and 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.

For more information, visit our website at www.api-gbv.org.

Please note that we do not provide any direct services.

POSITION SUMMARY:

The Program Coordinator (PC) will manage training and technical assistance designed for programs serving survivors of dating violence, domestic violence (DV), sexual assault (SA) and stalking. The Program Coordinator will be mainly responsible for coordinating training and technical assistance on: (a) Educating advocates about sexual assault and stalking trends and types affecting APIs; (b) Increasing the awareness of API advocates about how cultural norms and advocate discomfort can be barriers to disclosure; and (c) Building the capacity of more DV programs to integrate sexual assault and stalking services.

The Program Coordinator will also be responsible for providing TA&T on API-specific sexual assault and stalking, other topics as needed; and working with OVW and the comprehensive TA provider; and working closely with the Project Specialist II. Our preference is for this position is to be based in our Oakland office.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Training (40%):

- Deliver trainings in-person and electronically on dating violence, sexual assault and stalking including, but not limited to; identifying API- specific dynamics like forced marriages, family violence, and responses to stalking, and other issues. As a national TA provider, the desirable candidate will be expected to train a variety of audiences with varying knowledge and at a variety of locations.

Technical Assistance (25%):

- Provide assistance in creating tools and defining procedures to identify sexual assault and stalking for federal grantees, partners and potential grantees.
- Identify and assess grantee needs and provide information or referral.
- Participate in stakeholder relevant meetings to identify emerging trends and issues affecting dating violence, sexual assault, and stalking on a local and state level.

Project Planning (20%):

- Participate in project-related meetings and conference calls, including but not limited to curriculum meetings, onsite and/or virtual technical assistance and trainings, national and site specific trainings, e-learnings, and webinars.
- Work with OVW to participate in project planning period, review content and formats, assist in the identification of individuals to serve as faculty and consultants.

Partner Collaboration (15%):

- Collaborate with national partners and consultants to develop and deliver trainings, conduct site-visits and participate in the CSSP Institute and the New Grantee Orientation.

REQUIRED SKILLS & QUALIFICATIONS:

- Graduate college degree in social services or a related field;
- Minimum three years of demonstrated content-area expertise on dating violence, domestic violence, sexual assault and stalking;
- Minimum three years of experience in designing and providing training and technical assistance;
- Demonstrated experience in curriculum development (e-learning curriculum development a plus); writing and analytic skills;
- Knowledge of the dynamics of dating violence, domestic violence, sexual assault, stalking, trafficking, other types of gender-based violence, and/or other crimes;
- Experience working with law enforcement, courts, community-based service providers, interpreters, and/or attorneys;
- Superb verbal and written communication skills including ability to communicate and build rapport individually and in groups with a range of stakeholders;

- Excellent organizational and logistical planning skills; ability to think critically, set priorities, develop timelines, attention to detail, 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 (up to 30% of time).

PREFERRED SKILLS & QUALIFICATIONS:

- Experience with and knowledge of sexual assault and crisis intervention services.
- Must be comfortable discussing issues surrounding sexual violence.
- Experience working with federal grant programs and federal funders.
- Experience assisting victims and survivors.
- Bilingual and/or bi-literate in an Asian, Pacific Islander language(s).

GENERAL API-GBV STAFF ROLES:

Along with all employees, the staff member 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 apply 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 range: \$65,000-\$70,000, 100% FTE per annum

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 and cover letter, specifically referencing the qualifications listed above, to HR@api-gbv.org. In the subject line, please note: Your last name, first name: Sexual Assault Program Coordinator/Culturally Specific Services Program.

APPLICATION DEADLINE:

Applications will be accepted and reviewed on a rolling basis through **March 20, 2020** or until filled. Early submissions are encouraged as we will close the application period prior to the close date if a candidate is identified.

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.