



Community Engagement Manager

Full Time/Exempt (40hrs/wk)

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence (DV) and sexual assault (SA). CPAF's multi-lingual and multi-cultural services include a 24-hour hotline, short term and long term shelters, counseling, case management, and supportive services. CPAF also provides violence prevention programs, outreach, education and advocacy on the issues of family violence and violence against women, focusing on the Asian and Pacific Islander (API) community.

CPAF is a community based organization that draws from multiple disciplines to holistically serve individuals and families of many different sizes and cultural backgrounds. Staff work in environments where children are present and may be called upon to provide support as needed.

Summary Statement: The Community Engagement Manager (CEM) provides overall management & supervision of CPAF's Community Engagement Program including supervision of staff, developing and managing the budget, developing and implementing policies and procedures and coordinating/integrating the program with others in the organization. The CEM develops strategies to reach underserved API immigrant survivors and develops education and training activities to mobilize community members to address and prevent violence.

Duties and Responsibilities:

- **Community Engagement:** Implement strategies that will improve community response to incidents of family, interpersonal and sexual violence. Develop and maintain partnerships with community organizations to build their capacity to support API survivors of DV/SA. Oversee development and activities of outreach and volunteer program to engage community members in CPAF's work.
 - Outreach: Develop a strategic outreach plan that will increase awareness of CPAF's mission and services. Represent CPAF at relevant community, regional and statewide councils, networks, and events. Build and maintain relationships with media outlets (TV, radio, print and online). Create printed outreach materials and online content (digital media, website, social media, etc.)
 - Education & Training: Responsible for the curriculum development and oversight of 65-hour domestic violence and sexual assault training, volunteer language bank training, and other presentations and training.
- **Program Leadership:** Lead team in strategy sessions for engaging API communities. Facilitate team meetings and provide support and supervision to program staff. Create regular feedback opportunities from community members and organizational partners via multiple communication channels. Coordinate community engagement activities with other programs within the organization.
- **Program Administration:** Work with Community Program Director to provide necessary programmatic information by established deadlines. Ensure forms and files are up to date. Prepare grant reports, develop and manage program budget, develop and implement program policies and procedures. Participate in agency strategic planning and fund and resource development.
- **Travel requirements:** Driving is an essential job function for this position in order to attend meetings and outreach events. Therefore the employee must have valid driver's license and use own vehicle or agency vehicle to perform duties.
- **Teamwork:** Provide general support asked of all staff which may include: responding to emergencies, providing hotline or site coverage, providing translation, maintaining a functioning office. Participate in program and organizational development and fundraising, and attend staff and team meetings.

Qualifications: The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

General

- Minimum of 4 years of experience in social service program development, implementation and evaluation.

- Experience supervising staff preferred.
- Committed to eliminating intimate partner violence, sexual abuse, and family violence; practices non-violence including non-corporal child discipline.
- Understands and is aligned with CPAF's organizational values.
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.). Bilingual in an Asian or Pacific Islander language preferred.
- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search.

Job Execution

- Track record of building partnerships and working collaboratively with community-based organizations.
- Strong comfort level with public speaking and representing the agency.
- 2+ years of experience developing and conducting trainings and presentations.
- Strong work ethic, self-directed and able to coordinate multiple tasks, and highly motivated.
- Able to work well independently and as a member of a team; able to work collaboratively and thrive in a flexible, evolving environment, adapt to situations and manage change effectively.
- Able to effectively and efficiently address crises and problem-solve with open communication
- Able to work occasional evenings or weekends if needed.
- Demonstrate excellent communication skills, both written and oral.
- Must complete 65-hour domestic violence/sexual assault certification training within six months of employment.

Interested parties please submit cover letter and resume to hr@cpaf.info and state where you saw our posting. Please include your name and the position you are applying for in the subject line. No phone calls please.

Center for the Pacific Asian Family (CPAF) is an Equal Opportunity and Affirmative Action Employer and does not discriminate against any employee or applicant on the basis of race, age, sex, color, religion, national origin or ancestry, sexual orientation, gender identity, citizenship, marital status, disability, political affiliation or belief, veteran's status, or any other characteristic protected by applicable federal, state or local law. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.