



Outreach & Education Coordinator

Full Time [Non-Exempt (40 hrs)]

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence and sexual assault. 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 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: Under the supervision of the Community Engagement Manager, the Outreach and Education Coordinator (OEC) provides overall coordination & supervision of CPAF's Outreach and Education (O&E) Program, including: strategic planning and oversight of community outreach efforts, development/implementation of workshops and trainings, and leadership of other projects which develop community capacity to respond to and prevent domestic violence (DV) and sexual assault (SA). The OEC will also assist management to develop and manage the program budget and update policies and procedures that pertain to the O&E program.

Duties and Responsibilities:

- **Outreach:**
 - Develop a strategic plan and conduct outreach throughout primarily Los Angeles County, expanding CPAF's presence in heavily API-populated areas
 - Establish new community relationships while maintaining strong ties with existing partner organizations
 - Develop/ purchase all printed, training and marketing materials for CPAF's outreach activities as required
 - Engage community members through CPAF's digital media platforms- regular posts on Facebook, Instagram, Twitter, etc.
 - Manage the community engagement portion of CPAF's official website
 - Assist with other outreach and fundraising events as needed.
- **Education:** The OEC will work collaboratively with CPAF staff to train community leaders and agency staff, conduct workshops, promote dialogue around healthy relationships and develop networks with community partners increase awareness and prevent family and relationship violence.
 - Work closely with CPAF staff and community partner organizations to assess community training needs
 - With the Volunteer Coordinator, develop and implement a training curriculum for the 65-hour training (2x annually) and quarterly Language Bank volunteer trainings, as well as developing other trainings as needed
 - Conduct workshops and trainings with community partners as requested
 - Assist in collaborative efforts to increase organizational capacity for community agencies doing intervention and prevention work in their neighborhoods. Lead collaborative meetings with partner agencies as needed
 - Assist in publicizing violence prevention efforts and highlight successful prevention strategies
 - Promote agency services and trainings throughout primarily Los Angeles County
- **Contract Compliance**
 - Collect, compile, analyze and report program-related data/documentation
 - Conduct annual program evaluation, present program highlights at funder or community meetings.
 - Participate in trainings, webinars or other meetings as required by funders
- **Travel requirements:** Driving is an essential job function for this position in order to conduct outreach and education activities. Therefore the employee must have a valid CA driver's license and use their own vehicle or agency vehicle to perform duties. The employee must also be eligible for coverage under CPAF's auto insurance policy.

- **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

- 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 strongly preferred
- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search
- Must have access to reliable transportation to and from work

Job Execution

- 2+ years of experience working collaboratively with community based organizations
- 2+ years of experience in developing and conducting trainings and community outreaches
- Strong organizational skills a must
- Strong comfort level with public speaking and representing the agency
- Strong work ethic, self-directed, able to coordinate multiple tasks, and highly motivated
- Able to work well independently and as a member of a team
- Able to thrive in a flexible, evolving situations and manage change effectively
- Able to effectively and efficiently address crises and problem-solve with open communication
- Able to plan work schedule respective to program needs, including working 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/twelve 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.