



Outreach & Education Program Associate

Part-Time Non-Exempt (30- hours/week) – Temporary

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 Director of Special Projects (DSP), the Outreach and Education Program Associate (OEPA) provides overall programmatic assistance to CPAF's O&E Program. This position will manage interns, conduct community outreach, and assist in coordinating the biannual 65-hour domestic violence and sexual assault /volunteer interpretation language bank training, in addition to supporting staff in the Prevention and O&E Programs to implement DV/SA prevention initiatives.

Duties and Responsibilities:

- **Training:** The OEPA will work collaboratively with the O&E team and other staff to train community leaders, volunteers, interns and agency staff; conduct workshops, promote dialogue around healthy relationships and assist community members; and help develop a community network to increase awareness and prevent family and relationship violence.
 - (1) Program Planning and Implementation:
 - a. The OEPA will assist the O&E Coordinator (OEC) to coordinate recruitment and placement of school-based interns.
 - b. Assist in maintaining and expanding CPAF's internship program to ensure sufficient support for program and administrative staff.
 - c. Assist the O&E Coordinator in coordinating and conducting at least two 65-hour and two language-bank trainings per year for staff, partner agencies, volunteers and interns.
 - d. Assist in the development and update of training curriculum and recruit staff and community partners as necessary.
 - e. Work closely with CPAF staff and partner organizations to assess community training needs.
 - f. Assist the OEC in collaborative partnerships with community agencies to increase organizational capacity and knowledge around DV/SA prevention work in API communities. Assist at collaborative meetings of partner agencies as necessary.
 - g. Assist in promoting agency services and trainings throughout Los Angeles County.
 - (2) Contract Compliance
 - a. Assist in collecting, compiling, and analyzing program-related data/documentation to support the O&E team's grant reporting.
 - b. Assist in conducting the program's annual program evaluation, present program highlights to funders and interested community members.
 - c. Participate in trainings, webinars or other meetings as required by funders.
 - d. Ensure active participation by community organizations and community members in the program.
 - e. Assist O&E to develop or purchase all printed, training and marketing materials for the prevention program and other outreach activities as required.
- **Outreach and Intervention:** Assist in implementing the strategic outreach plan as developed by the DSP and the OEC and conduct outreach throughout Los Angeles County, presenting to CBOS, first responders, government and funding entities, and community members, assisting to enhance the agency's reputation, services and support in the community. Assist in staffing other program outreach and fundraising events as needed.

- **Travel requirements:** Driving is an essential job function for the O&E PA position in order to conduct outreaches and trainings. Therefore the employee must own a reliable vehicle and must have a valid driver's license.
- **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 attends 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 preferred.
- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search.

Job Execution

- Some experience working collaboratively with community based organizations preferred.
- 1+ years' experience in developing and conducting trainings and community outreaches preferred.
- Some experience working with and coordinating volunteers/interns.
- Strong comfort level with public speaking and representing the agency.
- 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 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 months of employment.

This is a temporary position unless additional funding is secured. All positions at CPAF are grant-funded and are subject to availability of funding.

Interested parties, please submit cover letter and resume to Human Resources at hr@cpaf.info. Please state which position you are applying for and where you saw our posting. 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, 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.