

Outreach & Education Coordinator

Full Time Non-Exempt (37.5 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 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 family-oriented agency. Staff will be around families of all sizes and women and children of different background and may be called upon to provide support as needed.

Summary Statement: Under the supervision of the Interim Director of Special Projects, the Outreach and Education Coordinator (OEC) provides overall coordination & supervision of CPAF's Outreach and Education (O&E) Program. This includes the supervision of staff, oversight of Community Outreach, Language Bank and 65-hour training programs, developing communities' capacity to implement domestic violence (DV) and sexual assault (SA) prevention work, and recruitment and management of interns for placement throughout CPAF's programs. The OEC works with CPAF's program staff to provide DV and SA prevention strategies within CPAF's internal programs and beyond. 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:

- **Training:** The OEC will work collaboratively with the Intervention, Prevention and Outreach teams to train community leaders and agency staff, conduct workshops, promote dialogue around healthy relationships and assist community members in developing a community network to increase awareness and prevent family and relationship violence.
 - (1) Program Planning and Implementation:
 - a. Work closely with CPAF staff and community partner organizations to assess community training needs.
 - b. Develop and update a training curriculum for the 65-hour training; implement and evaluate CPAF's training program.
 - c. Assist in publicizing violence prevention efforts and highlight successful prevention strategies.
 - d. Assist in collaborative efforts to increase organizational capacity for community agencies doing the prevention work in their neighborhoods. Lead collaborative convenings of partner agencies as necessary.
 - e. Promote agency services and trainings throughout Los Angeles County.
 - f. Coordinate and conduct at least two 65-hour and two language-bank trainings per year for staff, partner agencies, volunteers and interns.
 - g. Maintain and expand CPAF's internship program to ensure sufficient support for program and administrative staff.
 - (2) Contract Compliance
 - a. Collect, compile, analyze and report program-related data/documentation.
 - b. Conduct annual program evaluation, present program highlights at funder convenings or community meetings.
 - 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.
 - (3) Develop or purchase all printed, training and marketing materials for the prevention program and other outreach activities as required.
- **Outreach and Intervention:** Develop a strategic outreach plan and conduct outreach throughout Los Angeles County, presenting to CBOS, first responders, government and funding entities, and community

members; expand CPAF services, supporters and presence in County, focusing on areas with high API populations, while maintaining strong ties with existing partner organizations. Assist in staffing other program outreach and fundraising events as needed.

- **Teamwork:** Provide general support asked of all staff which may include: responding to emergencies, covering the shelter or hotline, providing translation for residents as needed and maintaining a functioning office and shelter. Participate in program and organizational development 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; 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, transgender, class, etc.). Bilingual in an Asian Pacific Islander language preferred.
- Enjoys and has experience working with women and children of different backgrounds.
- Must submit to DOJ level Live Scan, TB test and driving record search.
- Must have access to reliable transportation to and from work.

Job Execution

- 2+ years experience working collaboratively with community based organizations.
- 2+ years experience in developing and conducting trainings and community outreaches.
- 2+ years supervisory experience preferred; supervision may be of staff or volunteers/interns.
- Strong comfort level with public speaking and representing the agency.
- Strong work ethic and organizational skills;
- Able to work well independently and as a member of a team; able to work collaboratively in a flexible, evolving environment;
- Must have driver's license and use own vehicle or agency vehicle to perform duties.

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.