

## Prevention Coordinator

Center for the Pacific-Asian Family, Inc. (CPAF) was founded in 1978 to proactively address the issues of domestic violence, sexual assault and child abuse against Asian and Pacific Islander (API) women and children. The mission of CPAF is to build healthy and safe communities by addressing the root causes and consequences of family violence and violence against women. CPAF is committed to meeting the specific cultural and language needs of Asian-Pacific women and their families.

**Summary Statement:** The Prevention Coordinator (PC) will lead CPAF's efforts to prevent intimate partner and sexual violence, especially in the API community. Working collaboratively with community partners, the PC will recruit, train and mentor youth and adult participants, promote dialogue around healthy relationships, and assist youth and adult leaders in developing a community conversation to increase awareness and prevent intimate partner and sexual violence.

### **Duties and Responsibilities:**

**Prevention program (75%):** The PC will work collaboratively with Khmer Girls in Action (KGA) and other partners to identify and train youth leaders, conduct workshops, promote dialogue around healthy relationships and assist youth leaders in developing a community conversation to increase awareness and prevent family and relationship violence.

(1) Responsible for Program Planning and Execution:

- a. Work closely with KGA to plan, implement, and evaluate this prevention program for use with the Cambodian community in Long Beach.
- b. Coordinate with KGA and other partners to recruit, train and mentor 15 or more youth and adult leaders each year.
- c. Assist and empower youth and adults to convene their own community dialogue on safe and healthy relationships and violence prevention.
- d. Support youth and adult leadership teams to conduct community mapping and develop prevention project action plans.

(2) Contract Compliance

- a. Collect, compile, analyze and report program-related data/documentation.
- b. Conduct annual program evaluation, develop case study, and present program highlights at funder convenings.
- c. Participate in monthly coaching calls, webinars, trainings, or networking meetings as required by funder. Must be able to travel out of town for required trainings.
- d. Ensure active participation by youth/adults in the program.

(3) Develop all printed and marketing materials for the prevention program and other outreach activities as required.

**Outreach and Intervention (20%):** Identifies/creates opportunities to be an ambassador for CPAF's mission. Provides crisis intervention and appropriate support for youth/adults who disclose experiences of intimate partner or sexual violence.

**Teamwork (5%):** Provides general support asked of all staff which may include: responding to emergencies, providing interpretation as needed, providing transportation and maintaining a functioning office. Participates in program and organizational development.

### **Qualifications:**

- Committed to eliminating intimate partner violence, sexual abuse, and family violence; understands and is aligned with CPAF's organizational values.
- Demonstrates an understanding of youth development, experienced in facilitating youth groups and raising youth leadership;
- Experienced in community organizing and social change work, has a desire to become a change agent through facilitating learning and transformation within communities

- Demonstrates an ability to deal with and discuss controversial and complex issues through gender analysis and multi-bias work.
- 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.
- Able to work collaboratively with CPAF teams and community based organizations.
- Able to work collaboratively in a flexible, evolving environment. Adapts to situations and manages change effectively. Able and willing to work evenings and weekends, travel to out of town conferences.
- Able to effectively and efficiently address crises and problem-solve with open communication.
- Excellent communication skills, both written and oral.
- Must submit to DOJ level Live Scan, TB test and driving record search.
- Must have driver's license.

Interested parties, please submit resume and cover letters to [hr@cpaf.info](mailto:hr@cpaf.info). Please state which position you are applying for and where you saw our posting. Thank you.

*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.*