



Prevention 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:

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:

Close 2 Home program: The PC will work collaboratively with community 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 community partners to plan, implement, and evaluate this prevention program for use with local API communities.
- b. Coordinate with community partners to recruit, train and mentor 10 or more youth leaders each year.
- c. Plan and conduct culturally-appropriate workshops for youth on healthy relationships.

(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 to funders.
- 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.

Prevention support: Coordinate with community partners to recruit, train and mentor youth and adults to implement culturally and linguistically appropriate prevention strategies. Assist and empower API organizations to convene their own community dialogue on safe and healthy relationships and violence prevention. Coordinate media efforts to publicize violence prevention efforts and highlight successful prevention strategies. Assist in collaborative efforts to increase organizational capacity for community agencies doing the prevention work in their neighborhoods.

Crisis Intervention: Provide crisis intervention and appropriate support for youth/adults who disclose experiences of intimate partner or sexual violence. Answer crisis calls on CPAF hotline. Respond to crisis situations and SART Advocacy requests, providing transportation with own vehicle if necessary.

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.

Outreach: Identify/create opportunities to be an ambassador for CPAF's mission.

Travel requirements: Driving is an essential job function for this position in order to travel to partner sites and transport clients. Therefore the employee must have a valid CA driver's license and use their own vehicle to perform duties. The employee must also be eligible for coverage under CPAF's auto insurance policy.

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.
- Able to work well independently and as a member of a team; able to work collaboratively and thrive in a flexible, evolving environment; adapts to situations and manages change effectively.
- Strong work ethic, self-directed and able to coordinate multiple tasks, and highly motivated.
- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search.
- Must own and use personal vehicle for work.

Job Execution

- Demonstrates an understanding of youth development, experienced in facilitating youth groups and raising youth leadership;
- Experienced in community-based education and/or 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.
- 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.
- 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.

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, 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.