



Shelter Program Director

Full Time Exempt (40 hrs)

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence (DV) and sexual assault (SA). 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 Shelter Program Director (SPD) works to develop and implement strategies with a team of Emergency and Transitional Shelter program leads to increase options for immigrant API survivors fleeing DV and SA. The SPD will oversee multiple shelter sites, ensuring that programs are consistent with CPAF's mission and values. SPD will also identify evolving needs for shelter teams to build skills and remain resilient in their work. SPD will act as a resource and sounding board to program leads so program design and activities are culturally responsive to survivors. The SPD will harness resources from the community in order that families residing at CPAF's confidential shelters can graduate from the programs successfully.

Duties and Responsibilities:

- *Program planning and development:* Responsible for the development, implementation and maintenance of all shelter programs, consistent with CPAF's mission and goals. Provides periodic review, evaluation and modification of all programs in accordance with agency mission and contractual obligations. Works with shelter leads to design programming that is culturally responsive and consistent with grant obligations. Ensures that files are up-to-date and grant reports are completed by established deadlines.
- *Leadership/Management:* Lead Shelter Program Teams to ensure provision of efficient and effective intervention services for residents at CPAF's shelters. Provide support and supervision to shelter program leads particularly in crisis situations. Identifies and coordinates trainings to build a robust and resilient team of direct service staff. Contributes as a member of the leadership team, developing and implementing CPAF's policies and procedures, agency strategic planning process and fund development; supports the Executive Director in the management of the agency.
- *Community engagement/representation:* Engages the community to develop relationships with individuals and organizations to increase access to resources for shelter residents (i.e. in-kind donations, employment and housing resources). Helps communicate needs of shelter residents to potential donors to ensure families are able to move out successfully. Represents CPAF at relevant community, regional and statewide councils, networks, and events consistent with mission and vision.
- *Teamwork:* Provides general support asked of all staff, including answering crisis calls, responding to emergencies, covering the shelter, providing transportation and maintaining a functioning office and shelter. Participates in organizational development.

Qualifications: The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

General

- Minimum of 5 years of nonprofit management experience required.
- 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 mission and 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 be available and able to attend out of town conferences and meetings.
- Must be willing to provide back up for staff working non-traditional hours (overnight and weekends)
- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search.

Job Execution

- Proven track record of working with API immigrant families in crisis situations.
- Ability to design strategies and work processes necessary to achieve results and deliver in a timely manner.
- 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 have valid driver's license and have access to one's own vehicle to attend community events, as well as required meetings and trainings.
- 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.