



## Community Program Manager (Capacity)

### Full Time/Exempt (40hrs/wk)

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 (API) 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 direction of the Community Program Director (CPD), the Community Program Manager (CPM) provides overall management & supervision of CPAF's Community Program's (Capacity) staff, interns and volunteers, develops and manages the team budget, coordinates/integrates the program with others in the organization and engages the community at large to become supporters of CPAF's mission through awareness raising, education, involvement and organizing. Through this proactive community engagement, CPM builds resources into the community to do the work of ending violence while also leveraging resources from the community to support survivors.

### **Duties and Responsibilities:**

- **Leadership:**
  - Externally in community: Involve and mobilize community members to take action to address violence in community. Create volunteer opportunities for community supporters that build momentum and deepen relationships for the purpose of increasing support for survivors. Organize and train a team of volunteer leaders who raise awareness and education about DV/SA within their respective communities.
  - Internally within CPAF: Lead team meetings, provide support and supervision to staff, interns and volunteers and shepherd staff through opportunities to represent CPAF externally in the community.
- **Education & Engagement:** Responsible for the development and oversight of CPAF events calendar, coordinating with other CPAF teams for the execution of community-based engagement activities. Builds infrastructure for community members to lead events that bring in new resources for survivors. CPM represents CPAF in the community, particularly with foundations, corporations, faith groups to help deepen community's commitment to ending DV/SA. Oversee CPAF's broad training portfolio, including Advocate, Language Bank, 1-day DV/SA, cultural responsiveness and continuing education trainings to ensure that all staff, volunteers and community supporters are equipped in their respective levels of involvement.
- **Program Development and Administration:** Vision diverse engagement strategies with CPD and team, co-create opportunities for community involvement alongside stakeholders, develop internal processes to facilitate community involvement with CPAF staff and create program feedback loop to ensure agency efforts resonate with community. Provide necessary programmatic information to CPD by established deadlines. Ensure forms and files are up to date. Prepare grant reports, develop and manage program budget, develop and implement program policies and procedures. Participate in agency strategic planning and fund and resource development.
- **Travel requirements:** Driving is an essential job function for this position in order to attend meetings and outreach events. Therefore the employee must have valid driver's license and use own vehicle to perform duties. The employee must also be eligible for coverage under CPAF's auto insurance policy.
- **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.

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

## General

- Minimum of 4 years of experience in program development, implementation and evaluation in community based work.
- 2 years of supervision experience preferred.
- 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, faith, 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

- Track record of building partnerships and working collaboratively with community-based organizations.
- Strong comfort level with public speaking and representing the agency.
- 2+ years of experience developing and conducting trainings and presentations.
- 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 work occasional 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](mailto: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 committed to a policy of equal employment opportunity and does not discriminate against its employees or applicants on the basis of ancestry, age, citizenship, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, political affiliation, race, religion (includes religious dress and grooming, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA, or any other category protected by federal, state or local law ("Protected Categories"). CPAF will not discriminate based on a perception that an employee or applicant is a member of one or more of the Protected Categories, or is associated with someone who is a member of one or more of the Protected Categories. 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.*