



Volunteer Program 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 (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 supervision of the Community Program Manager, the Volunteer Program Coordinator (VPC) is responsible for developing and growing the volunteer program infrastructure and volunteer recruitment/retention. This includes oversight of CPAF's 65hr Domestic Violence and Sexual Assault trainings and Language Bank trainings. The VPC is responsible for communicating across teams for program volunteer needs assessment and management.

Duties and Responsibilities:

Interns and Volunteers: Recruits, trains, and dispatches interns and volunteers, including bilingual volunteer interpreters, to various programs; assists staff to develop, implement, coordinate and evaluate programs that utilize volunteers; develops and maintains appropriate forms & files for volunteers; coordinates trainings for new staff, interns and volunteers including 65-hour, Advocate trainings and Language Bank trainings. Collaborates with partner agencies that need trained volunteer interpreters to support survivors.

Community Engagement: Works to engage the API community to foster community support and volunteerism; develops a menu of volunteer opportunities to engage volunteers coming from various sectors throughout the community; solicits and coordinates corporate partners on specific projects and/or special events; plans events for volunteers and community members; creates digital marketing and informational content to promote opportunities for community members to get involved with CPAF; represents CPAF in network meetings, public forums, presentations, trainings, etc.; establishes and maintains a resource and referral network of domestic violence and sexual assault services and programs.

Database: Maintains Volunteer database including: updating contact information, volunteer timesheets, and generating monthly reports on volunteer participation for inter-departmental use; works with the development team to review and report volunteer and donor analytics.

Teamwork: Provide general support asked of all staff which may include: responding to emergencies, covering the shelter or hotline, providing translation for clients as needed and maintaining a functioning office and shelter. Participate in program and organizational development and attend staff and team meetings.

Travel requirements: Driving is an essential job function for this position in order to conduct volunteer program activities. 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

- Bilingual in API language strongly preferred.
- Committed to eliminating family violence and violence against women.

- 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.).
- 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

- Strong interpersonal and organizational skills a must
- Demonstrate excellent communication skills, both written and oral, including public speaking and providing training
- 1-3 years volunteer coordination experience strongly preferred
- Detail-oriented and reliable for following through with all emails and other correspondence
- Able to work collaboratively in a flexible, evolving environment
- Able to effectively and efficiently address crises and problem-solve with open communication
- Able to work occasional weekends and evenings
- Must complete 65-hour domestic violence/sexual assault certification training within six/twelve months of employment
- Must be able to work evenings/weekends as required

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 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.