



## Community Engagement 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:** Under the supervision of the Community Program Manager (CPM), the Community Engagement Coordinator (CEC) provides project coordination within CPAF's Community Engagement (CE) program, including: strategic planning and oversight of prevention education and outreach efforts, development/implementation of prevention workshops and trainings, mobilization of community members and organizational partners, and leadership of other projects which develop community capacity to respond to and prevent domestic violence (DV) and sexual assault (SA). The CEC will also assist management to develop and manage the program budget and update policies and procedures that pertain to the CE program.

### **Duties and Responsibilities:**

- **Prevention Education and Community Mobilization:** The CEC will work collaboratively with other CPAF staff to identify and train community leaders and agency staff, conduct workshops, promote dialogue around healthy relationships, and develop networks among community partners to support sustainable efforts in increasing awareness, influencing community-level change, and preventing family and relationship violence through an intergenerational approach.
  - Develop curricula and implement workshops/trainings based on needs of community partners and CPAF staff, interns and volunteers (topics include: healthy relationships, crisis response capacity, institutional policy and protocol review, youth leadership development, adult allyship, and community accountability)
  - Work closely with community partners to recruit, train and mentor youth and adults to implement culturally and linguistically appropriate prevention strategies
  - Facilitate community-led events and prevention efforts for community-level change, including policy and/or protocol change
  - Coordinate media efforts to publicize violence prevention efforts and highlight successful prevention strategies.
- **Program Development and Contract Compliance**
  - Work with CPM to identify new community partners and conduct needs assessments to gather baseline evaluation data
  - Work with CPM to collect, compile, analyze and report program-related data/documentation
  - Work with CPM to develop evaluation tools, conduct regular program evaluation, and present program highlights at funder or community meetings
  - Participate in trainings, webinars or other meetings as required by funders
- **Outreach:**
  - Develop a strategic outreach plan to expand CPAF's presence throughout Los Angeles County
  - Establish new community relationships while maintaining strong ties with existing partner organizations
  - Develop/purchase printed, training and marketing materials for CPAF's prevention activities as required
  - Represent CPAF in network meetings, public forums, presentations, trainings, etc.
- **Travel requirements:** Driving is an essential job function for this position in order to conduct community-based outreach, education, and prevention 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.

- **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

- 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 strongly preferred
- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search
- Must have access to own vehicle

#### Job Execution

- 2+ years of experience working collaboratively with community based organizations
- 2+ years of experience in developing and conducting trainings and community outreaches
- Strong organizational skills a must
- Strong comfort level with public speaking and representing the agency
- Strong work ethic, self-directed, able to coordinate multiple tasks, and highly motivated
- Able to work well independently and as a member of a team
- Able to thrive in flexible, evolving 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 first 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 nor harass nor allow harassment against its employees or applicants on the basis of ancestry, age (40 and above), citizenship, color, disability (physical and mental, includes HIV and AIDS), domestic partner status, domestic violence victim status, genetic information, gender, gender identity, gender expression, marital status, medical condition (cancer/genetic characteristics), military or veteran status, national origin, political affiliation, race, religion, religious creed (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sex stereotypes, sexual orientation, request for FMLA, CFRA, or reasonable accommodation, transgender status, 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.*