



## Outreach & Education 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 (Services), the Outreach and Education Coordinator (OEC) provides overall coordination & supervision of CPAF's Outreach and Education (O&E) Program, including: strategic planning and oversight of community outreach efforts, recruitment & mobilization of bilingual volunteers to extend CPAF's scope of outreach, development & implementation of workshops and trainings, and leadership of other projects which develop community capacity to respond to and prevent domestic violence (DV) and sexual assault (SA). The OEC will also assist management to develop and manage the program budget and update policies and procedures that pertain to the O&E program.

### **Duties and Responsibilities:**

- **Outreach:**
  - Develop a strategic plan and conduct outreach throughout primarily Los Angeles County, expanding CPAF's presence among API immigrant communities
  - Establish new community relationships while maintaining strong ties with existing partner organizations
  - Develop/ purchase all printed, training and marketing materials for CPAF's outreach activities as required
  - Represent CPAF in network meetings, public forums, presentations, trainings, etc
  - Engage community members through CPAF's digital media platforms, including regular posts on Facebook, Instagram, Twitter, etc.; Manage the community engagement portion of CPAF's official website
  - Assist with other outreach and fundraising events as needed.
- **Community Mobilization:**
  - Identify local influencers within particular API immigrant communities with potential to spread CPAF's message
  - Train these local influencers to function effectively in extending the reach of CPAF's outreach efforts
  - Coordinate efforts of local community volunteers for alignment with overall outreach strategy
- **Education:** The OEC will work collaboratively with CPAF staff to train community leaders and agency staff, conduct workshops, promote dialogue around healthy relationships and develop networks with community partners increase awareness and prevent family and relationship violence.
  - Work closely with CPAF staff and community partner organizations to assess community training needs
  - Conduct workshops and trainings with community partners as requested
  - Assist in collaborative efforts to increase organizational capacity for community agencies doing intervention and prevention work in their neighborhoods. Lead collaborative meetings with partner agencies as needed
  - Assist in publicizing violence prevention efforts and highlight successful prevention strategies
  - Promote agency services and trainings throughout Los Angeles County
- **Contract Compliance**
  - Collect, compile, analyze and report program-related data/documentation
  - Conduct annual program evaluation, present program highlights at funder or community meetings.
  - Participate in trainings, webinars or other meetings as required by funders
- **Travel requirements:** Driving is an essential job function for this position in order to conduct outreach and education activities. Therefore the employee must have a valid CA driver's license and use their own

vehicle or agency 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

- Bilingual in an Asian or Pacific Islander language (especially Korean or Mandarin) strongly 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, 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 have access to reliable transportation to and from work

#### 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 a 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 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.*