

**JOB ANNOUNCEMENT: POSTED JANUARY 9, 2020**  
**PROGRAM COORDINATOR | IMPROVING LANGUAGE ACCESS IN THE COURTS**

Job Title: **Program Coordinator | Improving Language Access in the Courts**  
Reports to: Senior Program Manager  
Employment Status: 100% FTE  
Application Deadline: **February 7, 2020**

**Asian Pacific Institute on Gender-Based Violence**

The Asian Pacific Institute on Gender-Based Violence is a national resource center on domestic violence, sexual violence, trafficking, and other forms of gender-based violence in Asian and Pacific Islander communities. We analyze critical issues affecting API victims/survivors; provide training, technical assistance, and policy analysis; and maintain a clearinghouse of information on gender violence, current research, and culturally-specific models of intervention and community engagement. The Institute serves a national network of advocates, community-based service programs, federal agencies, national and state organizations, legal, health, and mental health professionals, researchers, policy advocates, and activists from social justice organizations working to eliminate violence against women. Our vision of gender democracy drives our goals to strengthen culturally-relevant advocacy, promote prevention and community engagement, and influence public policy and systems change.

At the center of API-GBV's Language Access Program is the *Interpretation Technical Assistance & Resource Center (ITARC)*, established in 2007. The Language Access Program focuses on planning, compliance and implementation of language access policies; building interpreter skills to serve victims of gender violence; and enhancing access to language services in victim service programs, courts, law enforcement, and other legal/social service agencies. It provides training, technical assistance, and resources to build the capacity of systems and organizations to provide language access for victims/survivors of gender-based violence with limited English proficiency. This year, the program expands to include *Improving Language Access in the Courts* and *Enhancing Access to Services: Training & Technical Assistance*.

API-GBV offers a rich working environment that includes connecting with powerful, inspiring advocates; being exposed to the cultural and linguistic diversity of Asian and Pacific Islander communities; learning about federal, national, state and local networks addressing gender-based violence; understanding the strengths and struggles of survivors; and how all these forces contribute to social change.

For more information, visit our website at [www.api-gbv.org](http://www.api-gbv.org). Please note that we do not provide any direct services.

**POSITION SUMMARY:**

The Program Coordinator will be mainly responsible for coordinating the *Improving Language Access in the Courts* project which includes working with senior staff and national partners to develop trainings designed for the judiciary to respond to the needs of victims/survivors with limited English proficiency (LEP); the development of translation guidance protocols for court documents/materials; and the development of an iconography resource guide for courthouses. These deliverables require close collaboration with the National Center for State Courts, the Center for Court Innovation, and consultants for the above deliverables and liaising with the Office on Violence Against Women to comply with federal grant protocols, including report-writing and data collection. The Program Coordinator will manage training and technical assistance designed for programs serving LEP victims, courts, law enforcement, attorneys, advocates and government agencies. The Program Coordinator will also be responsible for coordinating and assisting with aspects of API-GBV's Language Access Program; and to that end, working closely with the Senior Program Manager. Our preference is for this position to be based in our Oakland (or Seattle) office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

A detailed breakdown of the responsibilities is meant to provide a clear idea of the position to prospective applicants.

**Training (40%):**

- Deliver trainings in-person and electronically on language access topics including, but not limited to, Title VI and ADA compliance, language access planning, and working with interpreters. As a national TA provider, the desirable candidate will be expected to train a variety of audiences with varying knowledge and at a variety of locations.
- Oversee and assist consultants in development and piloting of a judicial training curriculum on responding to the unique needs of limited English litigants in domestic violence, sexual assault, or stalking cases, including a module on community and court collaboration.

**Technical Assistance (25%):**

- Provide assistance in implementation and language access policy development for federal grantees, partners, sub-grantees, and potential grantees identified by OVW.
- Identify and assess grantee needs and provide information or referral.
- Participate in stakeholder relevant meetings to identify emerging trends and issues affecting language access on a local and state level.

**Project Planning (20%):**

- Participate in project-related meetings and conference calls, including but not limited to curriculum meetings, onsite and/or virtual technical assistance and trainings, national and site specific trainings, e-learnings, and webinars.

- Work with OVW to participate in project planning period, review content and formats, assist in the identification of individuals to serve as faculty, consultants, and curriculum writers, and approve sites and agendas.

**Partner Collaboration (15%):**

- Collaborate with national partners and consultants to develop and deliver trainings. This may involve identifying potential presenters, arranging contracts, and logistical planning to ensure speakers are supported.
- Coordinate with grantee partners to complete 1) a model document translation protocol, 2) iconography resource guide for courts and legal services, 3) webinars on translation protocol and iconography and 4) provide TTA as requested from specified OVW grantees.

**REQUIRED QUALIFICATIONS:**

- Graduate college degree or equivalent experience;
- Minimum three years of demonstrated content-area expertise on language access;
- Demonstrated knowledge of courts and judicial processes;
- Minimum three years of experience in designing and providing training and technical assistance;
- Minimum three years of experience in managing complex projects in a fast-paced environment with minimal supervision;
- Demonstrated experience in curriculum development, e-learning curriculum development a plus; writing and analytic skills;
- Knowledge of the dynamics of domestic violence, sexual assault, trafficking, other types of gender-based violence, and/or other crimes;
- Experience working with law enforcement, courts, community-based service providers, interpreters, and/or attorneys;
- Superb verbal and written communication skills including ability to communicate and build rapport individually and in groups with a range of stakeholders;
- Excellent organizational and logistical planning skills; ability to think critically, set priorities, develop timelines, pay scrupulous attention to detail, and exercise good judgement and problem-solving skills;
- Ability to take initiative; work independently and as a team member; collaborate with internal and external stakeholders;
- Display a desire for continuous learning and self-improvement including giving and receiving constructive feedback;
- Flexibility: ability to adapt to dynamic environments; comfort with ambiguity and complexity; ability to work with diverse populations and personalities;
- Technical fluency in MS Office (Outlook, Word, Excel, and PowerPoint); and
- Ability to travel nationally (20% of time)

**PREFERRED QUALIFICATIONS:**

- J.D. degree preferred

- Experience working with federal grant programs and federal funders.
- Experience assisting victims and survivors through the criminal justice system
- Bilingual and/or bi-literate in an Asian, Pacific Islander or other language.

**GENERAL API-GBV STAFF ROLES:**

Along with all employees, the staff member is expected to:

- Foster an environment that promotes trust and cooperation among constituents and staff.
- Apply policies and procedures to ensure that the principles of API-GBV are implemented.
- Maintain confidentiality in accordance with federal, state, and local regulations and in accordance with professional codes of conduct.
- Be accountable for participation in decision-making processes and outcomes.
- Understand the mission, values, and principles of API-GBV and apply them in work responsibilities.

**PHYSICAL DEMANDS:**

The following physical demands described are necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job.

- Must be able to clearly communicate with others to understand them and to be understood;
- Must be able to occasionally lift and/or move up to 20 lbs.;
- Must be able to operate office equipment: telephones, copier, scanner, fax, other electronic devices;
- Must be able to effectively work on a computer, with mouse or track-pad, up to 8 hours per day;
- Must be able to manage a travel schedule averaging 1-2 out-of-town trips per month requiring airplane travel for stays of 2-6 days. Travel work environments include meetings in hotel conference facilities, office meeting rooms and overnight accommodations in hotel rooms. With airline travel, airport environments contain security scanners and procedures as well as the necessity to handle checked or carry-on baggage;
- Must be able to attend in-person or web-based meetings, sitting, listening, and taking notes.

**COMPENSATION:**

Salary is commensurate with experience.

We provide an excellent benefits package, including medical, dental, vision, basic life and disability insurance, 401k, paid vacation and sick time.

**APPLICATION INSTRUCTIONS:**

Applicants must submit a CV/resume, a cover letter specifically referencing the qualifications listed above, and a writing sample to [HR@api-gbv.org](mailto:HR@api-gbv.org). In the subject line, please note: Your last name, first name: Program Coordinator/Improving Language Access in the Courts search.

**APPLICATION DEADLINE:**

February 7, 2020. Applications will be reviewed as they are received.

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The Asian Pacific Institute on Gender-Based Violence is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities.