



Program Manager Job Announcement

Start Date: June 3, 2021

Applications Due: May 14, 2021

05.03.2021

POSITION SUMMARY

The Asian Pacific Institute on Gender-Based Violence (API-GBV) is seeking a Program Manager for the Domestic Violence Homicide Prevention Initiative (DVHPI), who is a highly motivated self-starter, able to work in a fast-paced environment, and handle a diverse workload.

The Program Manager is responsible for overseeing, developing and implementing the objectives and activities of the DVHPI. Responsibilities include project planning, oversight of any project support staff and consultants, liaising with a national network of subject-matter experts; providing technical assistance and training on models and issues relevant to domestic violence related homicide prevention; advocating on behalf of Asian/API communities at the national and local level; and documenting best practices to prevent homicide.

Reporting to the Senior Program Manager, this position is a full-time (40 hours per week), exempt position, requiring extensive travel. Our main office operations are currently located in Oakland, California with other staff working from San Diego, Atlanta, New Jersey and Seattle. There are five (5) board members and twelve (12) full-time staff.

The position is preferably Oakland, CA based, however due to the pandemic, all staff are currently working remotely from home. Our ideal start date is June 3, 2021.

JOB RESPONSIBILITIES

- Coordinate and manage system response reviews for Native Hawaiian, Pacific Islander, and Filipina survivors and victims' focusing on community organizations, friends, and family to gain insight into the challenges, barriers, and lessons faced by the victim from the perspectives of individuals outside the system.
- Identifies and assesses gaps and promising practices for domestic violence homicide prevention in API Communities;
- Researches, reviews, and provides information on culturally-relevant risk factors for domestic violence related homicides in Asian/API communities;
- Provides general and targeted technical assistance to build capacity for prevention, promote or build capacity around language access, culturally-specific community engagement, etc., to other national technical assistance providers including but not limited to attorneys, law enforcement, courts, and community based organizations;
- Designs, plans and provides trainings on a range of topics; using different delivery methods including webinars, in-person training;
- Increases the capacity of community-based-organizations serving victims/survivors to participate in fatality reviews and prevention model implementation;

- Coordinates administrative and grant management aspects of the project, including report-writing, and documenting best practices;
- Design and coordinate national, regional, statewide, or local; conferences, meetings, listening sessions, and interviews;
- Builds and maintains relationships with colleagues and organizations in domestic violence and related fields including grassroots community members, advocates, academic faculty and students, health professionals, judiciary and court personnel, law enforcement, private and public funders, and policy makers;
- Processes documents and materials in compliance with administrative guidelines and/or regulatory requirements;
- Work collaboratively with national organizations, partner agencies, and/or federal agencies, including those in the Domestic Violence Resource Network, and particularly but not limited to staff and departments at DOJ/OVW and HHS/ACF/FYSB/FVPSA.
- Other duties as assigned.

QUALIFICATIONS

Education & Experience

- Graduate degree or equivalent experience in social or legal services provision;
- Three years of advocacy experience in community-based-organizations serving domestic violence victims/survivors with limited English proficiency;
- Three years of experience in program planning, management, implementation, and coordination.

Knowledge, Skills & Abilities

- Knowledgeable about domestic violence in Asian and Pacific Islander communities;
- Demonstrated experience in community coalition building;
- Demonstrated experience in providing training and/or technical assistance;
- Excellent written and verbal communication skills, including public speaking skills;
- Proficiency with Windows-based computer programs: MS Outlook, Word, PowerPoint, and Access; database management; and conducting online research;
- Strong interpersonal and organizational skills and ability to work with diverse groups of people, organizations, systems and multiple stakeholders;
- Strong initiative, creativity and motivation, including ability to work under pressure and with deadlines;
- Ability to work both independently and collaboratively; and
- Ability to travel frequently within the U.S. as part of work responsibilities.

Preferred Qualifications:

- Bilingual and/or bi-literate in an Asian language;
- Experience advocating for and implementing policies to increase access for limited English proficient persons, immigrants, and/or refugee populations.
- Experience advocating for and implementing policies to increase access for Pacific Islander survivors and victims.

Compensation: \$70,000 per annum (based on 40 hrs/week), starting salary. We provide an excellent benefits package including medical, dental, vision, basic life and disability insurance, 401K and paid vacation/sick time.

Contact: Please send letter of interest, resume and the names and contact information of three (3) professional references in a single PDF document to HR@api-gbv.org by May 14, 2021. Applications will be reviewed as they are received, so we encourage candidates to apply early.

Organizational description:

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. It serves a national network of advocates; community-based service programs; federal agencies; national and state organizations; legal, health, mental health and language interpretation professionals; researchers; policy makers; and activists from social justice organizations. We promote culturally relevant evidence-informed intervention and prevention; provide consultation, technical assistance and training; develop cutting-edge research, reports and resources; and impact systems change through administrative advocacy and policy analysis. See API-GBV website for more information. <https://www.api-gbv.org>

DVHPI:

The Domestic Violence Homicide Prevention Initiative (DVHPI) is a program working to 1) create sustainable relationships in communities between domestic violence advocacy organizations, law enforcement, courts, and other points of contacts for domestic violence victims; 2) ensure that the most vulnerable populations are represented in outreach and evaluation during the demonstration initiative; and 3) adapt and support model implementation.

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. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.