

**JOB ANNOUNCEMENT: POSTED August 18, 2021**

**PROGRAM MANAGER | CULTURALLY SPECIFIC SERVICES PROGRAM**

**Job Title: Program Manager| Culturally Specific Services Program**

**Application Deadline: *September 10, 2021***

Reports to: Director of Programs

Employment Status: 100% FTE

**POSITION SUMMARY:**

The Program Manager (PM) will manage and implement training and technical assistance designed for programs serving survivors of dating violence, domestic violence (DV), sexual assault (SA), dating violence and stalking. The Program Manager will work closely with the Director of Programs, our funders the Office of Violence Against Women (OVW), and other national TA providers.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

**Training (30%):**

- Deliver trainings in-person and electronically on gender-based violence including, but not limited to; identifying API- specific dynamics like forced marriages, family violence, and responses to stalking, and other issues. As a national TA provider, the desirable candidate is expected to train a variety of audiences with varying knowledge and at a variety of locations.

**Technical Assistance (30%):**

- Provide assistance in creating tools and defining procedures to identify gender-based violence for federal grantees, partners and potential grantees.
- Identify and assess grantee needs and provide information or referral.
- Participate in stakeholder relevant meetings to identify emerging trends and issues affecting dating violence, domestic violence, sexual assault, and stalking on a local and state level.

**Project Planning (25%):**

- 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 and consultants.
- Document relevant activities for reporting purposes.
- Develop personal annual work plan.
- Implement programmatic objectives, and contribute to development or new goals or objectives.
- Support the development of relevant budgets in collaboration with the Director of Programs and stay within designated budgets.

- Submit monthly and quarterly reports. Help to ensure the accurate, quality, and timely reporting of relevant activities carried out under different funding sources. Prepare statistical and outcome reports as needed.

**Partner Collaboration (15%):**

- Collaborate with national partners and consultants to develop curriculum and deliver trainings to meet program objectives, conduct site-visits and participate in the CSSP Institute and the New Grantee Orientation.

**REQUIRED SKILLS & QUALIFICATIONS:**

- Graduate college degree in social services or a related field;
- Minimum three years of demonstrated content-area expertise on dating violence, domestic violence, sexual assault and stalking; experience in designing and providing training and technical assistance;
- Demonstrated experience in curriculum development (e-learning curriculum development a plus); writing and analytic skills;
- Demonstrated experience in managing federal grants;
- Excellent organizational and logistical planning skills; ability to think critically, set priorities, develop timelines, attention to detail, good judgement and problem-solving skills;
- Ability to take initiative; work independently and as a team member; collaborate with internal and external stakeholders;
- 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 (up to 30% of time).

**PREFERRED SKILLS & QUALIFICATIONS:**

- Experience with and knowledge of sexual assault and crisis intervention services.
- Must be comfortable discussing issues surrounding sexual violence.
- Experience working with federal grant programs and federal funders.
- Experience assisting victims and survivors.
- Bilingual and/or bi-literate in an Asian, Pacific Islander language(s).

**COMPENSATION:**

Salary range: \$69,300-\$76,500, 100% FTE per annum

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

**Work Environment:**

This position is a full-time (40 hours per week), exempt position, requiring travel. Our main office operations are currently located in Oakland, California with other staff working from San Diego, Atlanta, New Jersey, Hawai'i and Seattle. There are nine (9) 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.

**APPLICATION INSTRUCTIONS:**

Applicants must submit a CV and cover letter, specifically referencing the qualifications listed above, to [HR@api-gbv.org](mailto:HR@api-gbv.org). In the subject line, please note: Your last name, first name: Program Manager/Culturally Specific Services Program.

**APPLICATION DEADLINE:**

Applications will be accepted and reviewed on a rolling basis through **September 10, 2021** or until filled. Early submissions are encouraged.

**Asian Pacific Institute on Gender-Based Violence (API-GBV)**

API-GBV is a national resource center on domestic violence, sexual violence, trafficking, and other forms of gender-based violence in Asian/Asian-American and Pacific Islander (AAPI) communities. API-GBV envisions a world free of gender-based violence for communities with equal opportunities for all to thrive. We work together with, and within our communities to:

- 1) Uplift the voices and experiences of the AAPI communities who are impacted by violence;
- 2) Build capacity through training and technical support for those organizations who serve our communities;
- 3) Engage allied communities and systems to create shifts in gendered cultural norms and address injustices;
- 4) Educate our communities to mobilize them to prevent gender-based violence; and
- 5) Advocate for policies and practices that ensure access to essential rights and services. Please note that we do not provide any direct services.

For more information, visit our website at [www.api-gbv.org](http://www.api-gbv.org).

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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 bicultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities.