



## Community Program Director

### Full Time Exempt (40 hrs)

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence (DV) and sexual assault (SA). 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:** The Community Program Director (CPD) will lead efforts to develop strategies to prevent intimate partner violence and sexual assault, develop culturally grounded healing and supportive programs for API DV/SA survivors, and enhance community engagement to further organizational mission and goals. As part of the senior leadership, CPD will mentor emerging leaders, strengthen the organization, and represent CPAF in the community.

### **Duties and Responsibilities:**

- **Program Planning and Development:** Responsible for planning, developing, implementing and evaluating community programs (i.e. Education, Engagement, Intervention, Prevention, etc.) consistent with CPAF's mission, goals and strategic plan. Work with program leads to vision culturally responsive healing models for survivors of DV/SA in the API community, develop culturally contextualized strategies to effectively build youth and adult advocates in the community who will prevent family/relationship violence. Supports development of resources to fund programs, including assisting with grant proposals.
- **Leadership:** As a member of the senior leadership team, works to develop and implement CPAF's strategic plans and yearly work plans & budgets, policies & procedures; recruits and mentors emerging leaders; works to strengthen the organization through enhanced infrastructure and resources; supports the Executive Director in staffing the board of directors.
- **Community Representation & Engagement:** Engages community to develop strategies and collaborations to prevent DV/SA and increase DV/SA survivors' access to services and resources. Responsible for CPAF representation at relevant community, regional, statewide and national councils, networks, and events consistent with mission and strategic plans.
- **Management:** Leads and supports Community Program Teams to ensure provision of efficient and effective intervention, prevention, community education and engagement programs; coordinates strategies with other programs and teams within the organization.
- **Teamwork:** Provide general support asked of all staff which may include: responding to emergencies, providing hotline or site coverage, providing interpretation, maintaining a functioning office.

### **Qualifications:**

#### General

- Committed to eliminating intimate partner violence, family violence and violence against women.
- 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 preferred.
- Able to work well independently and as a member of a team; able to work collaboratively and thrive in a flexible, evolving environment, adapt to situations and manage change effectively.
- Able to effectively and efficiently address crises and problem-solve with open, direct communication
- Must complete 65-hour domestic violence/sexual assault certification training within six months of employment.

- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search.

#### Job Execution

- Senior leadership experience required to guide and mentor emerging leaders.
- Minimum of 5 years of experience in program development, implementation and evaluation.
- Proven track record of building partnerships and working collaboratively with community-based organizations, public, educational and faith-based institutions, funders, community leaders and other stakeholders.
- Strong work ethic, self-directed and able to coordinate multiple tasks, and highly motivated.
- Able to plan work schedule respective to program needs, including working evenings or weekends as needed.
- Demonstrate excellent communication skills, both written and oral; experienced in public speaking

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.*