



Asian/Pacific Islander Domestic Violence Resource Project Program Manager - Outreach

The Outreach Program Manager is a full-time, exempt, salaried position reporting to the Executive Director. The Outreach Program Manager is responsible for overseeing and managing the Community Outreach Program and the Training & Technical Assistance Programs, which works to provide culturally specific outreach about domestic violence and sexual assault in A/PI communities and providing mainstream organizations with technical assistance in working with culturally specific populations.

This position requires heavy interaction working with low-income and limited English proficient A/PI communities. Although this position will mostly be during the weekday hours of 9:00am - 6:00pm, it does require work on some weekends and evenings.

Primary Responsibilities:

- Provide senior leadership, strategic vision and management for Community Outreach and the Training & Technical Assistance Programs (35%)
 - Responsible for overall program delivery, which includes achieving project objectives in an efficient, effective and timely manner
 - Supervise the Community Outreach Coordinator which includes approving and reviewing work products before publication and distribution to the public
 - Prepare and manage program budget, which includes approving staff time sheets and reimbursements
- Community Outreach Program (40%)
 - Represent DVRP publicly in a variety of settings, which may include media interviews, public speaking engagements, conferences and government hearings and briefings
 - Develop new partnerships with A/PI community leaders, organizations, embassies and donors to increase their knowledge of domestic violence resources and how to appropriately refer survivors in their community
 - Enhance the capacity and knowledge of A/PI community leaders about DV & SA resources
 - Expand DVRP's capacity and implement new projects to reach college students and the A/PI LGBTQ population
- Training & Technical Assistance Program (20%)
 - Facilitate domestic violence, sexual assault education and cultural competency trainings for domestic violence service providers
 - Provide technical assistance to mainstream service providers on working with A/PI survivors
 - Take the lead on planning internal trainings for DVRP staff
 - Serve on DV task forces and committees
- Other relevant duties, as assigned by the Executive Director (5%)

The ideal candidate for this position will bring a variety of experiences and attributes to DVRP, including:

- Fluency in English and at least one Asian/Pacific Islander language
 - Candidates who speak at least one of the following languages are highly preferred: *Mandarin, Cantonese, Korean, Hindi*
- At least 3-5 years of previous community outreach and training experience working in immigrant, refugee or underserved communities, must have experience communicating without an interpreter with limited English proficient populations
- At least 3-5 years of supervisory and program management experience
- Proficient in Wordpress, Adobe Creative Suite, social media tools, writing for the web and working with different audiences
- Familiarity with resources and services for domestic violence survivors in Washington, D.C., Maryland and/or Virginia
- Ability to enhance partnerships with A/PI organizations and domestic violence service providers
- Valid driver's license, access to insured and registered vehicle and willingness to use vehicle to travel to outreach events or partner meetings
- Deep commitment and understanding of service delivery to underserved and culturally specific populations
- Excellent writing, oral communication and organizational skills
- Take initiative and is open to continuous learning

Compensation:

Compensation will be based on experience and qualifications, with some benefits.

Application Process:

Please email resume, cover letter, salary requirements, and at least 3 references to hr@dvrp.org. Incomplete applications will not be reviewed. No calls, please.

DVRP is committed to equal opportunity in employment and, in accordance with the District of Columbia Human Rights Act of 1977, as amended, does not discriminate on the basis of "race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, and place of residence or business.