



Asian/Pacific Islander Domestic Violence Resource Project Outreach and Training Coordinator

The Asian/Pacific Islander Domestic Violence Resource Project (DVRP) is looking for a proactive, creative, and compassionate individual determined to end gender violence. The Outreach and Training Coordinator is a full-time, non-exempt position, reporting to the Communications and Training Manager and working closely with the Executive Director (ED). The Outreach and Training Coordinator assists with the implementation of the Community Outreach and the Training and Technical Assistance programs. This position requires some work on weekends and evenings. The position also requires a commitment to upholding a survivor-centered model and social justice approach to community engagement.

Primary Responsibilities:

- Community Outreach Program (50%)
 - Raise awareness about domestic violence and sexual assault in Asian/Pacific Islander (A/PI) communities;
 - Update DVRP's social media (Twitter, Facebook, Instagram, LinkedIn), listserv, and website;
 - Supervise volunteer program;
 - Foster new partnerships with A/PI community leaders, organizations, and faith-based institutions to increase their knowledge of domestic violence and sexual assault resources and how to appropriately refer survivors in their community;
 - Coordinate translation and distribution of outreach materials such as brochures on domestic and sexual violence, fact sheets, grant reports, videos, newsletters and bystander cards; and
 - Plan education and awareness activities for social media campaigns, including Domestic Violence Awareness Month (October), Sexual Assault Awareness Month (April) and Asian Pacific American Heritage Month (May).
- Training and Technical Assistance Program (35%)
 - Facilitate domestic violence, sexual assault education and cultural humility trainings for advocates, A/PI organizations and mainstream service providers; and
 - Train staff and board members on how to raise awareness on the prevalence of domestic violence and sexual assault in their communities.
- Other related duties (15%)
 - Assist ED with administrative and operational duties such as submitting grant reports, organizing meetings, maintaining DVRP's electronic systems, etc.
 - Other relevant duties as needed.

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

- Fluency in English and ability to speak at least one Asian/Pacific Islander language is preferred, but not required;
- Understanding of trauma and how it impacts survivors and families;



- At least 2-3 years of experience in community outreach, advocacy, training and communications with underserved, culturally specific or limited English proficient communities:
 - Proficient in designing social media campaigns targeting different audiences;
 - Experience with Wordpress, Adobe Creative Suite and MS Office highly preferred.
- Excellent writing and organizational skills, with high attention to detail;
- Strong interpersonal skills and an outgoing personality;
- Ability to stay up to date with current news, trends and studies;
- An efficient multitasker and self-starter with demonstrated ability to work independently under tight deadlines; and
- Valid driver's license, access to insured and registered vehicle and willingness to use vehicle to travel to outreach events or partner meetings.

Compensation:

Compensation will be based on experience and qualifications, \$36,000 - \$40,000 with benefits.

Benefits

DVRP provides health insurance through the DC Health Benefits Exchange. Full-time staff receive up to 41 paid leave days (vacation, sick leave, holidays and mandatory rest and recuperation) per fiscal year. Vacation and sick leave are accrued.

Application Process:

Please e-mail hr@dvrp.org the following materials: letter of interest, resume, 3 professional references and a sample of work (i.e. a brochure, presentation, fact sheets, etc. the candidate has developed on their own). Incomplete applications **will not** be reviewed.

We thank all who apply. Because of the volume of applications we receive, we unfortunately aren't able to respond to each applicant. If you are invited for an interview, you will be contacted directly by the manager for that position. 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.