



Asian/Pacific Islander
Domestic Violence Resource Project

Outreach and Training Coordinator

Employment Type: Full-time

Location: Washington D.C., USA

Post Date: June 16, 2021

About DVRP

Since its founding in 1995, the Asian/Pacific Islander Domestic Violence Resource Project (DVRP) has worked to end gender-based violence in Asian/Pacific Islander (A/PI) communities in Maryland, Virginia, and the District of Columbia. DVRP empowers survivors and A/PI community members through three integrally linked programs: (1) The Survivor Services Program, which provides culturally and linguistically specific case management to survivors, (2) The Community Outreach Program, which engages A/PI communities in innovative and creative ways to spread awareness about gender-based violence, and (3) The Training and Technical Assistance Program, which partners with A/PI community leaders and mainstream domestic service providers to equip them with the tools with which to support A/PI survivors in a culturally aware, trauma-informed way.

Job Overview:

DVRP currently seeks proactive, creative, and compassionate candidates for hire as an Outreach and Training Coordinator. The Outreach and Training Coordinator is a full-time, non-exempt position, reporting to the Outreach and Training Program Manager. The Outreach and training Coordinator assists with the implementation of the Community Outreach and Technical Assurances Programs. This position requires some work on weekends and evenings. The position also requires a strong commitment to upholding survivor-centered and trauma-informed models and an intersectional social justice approach to community engagement.

**DVRP will adapt a hybrid mode of working: Working from office space for 2 days a week and remotely for 3 days a week starting August 2021.*

Primary Responsibilities (95%):

Community Outreach Program (70%)

- Raise awareness about domestic violence and sexual assault in Asian/Pacific Islander (A/PI) communities
- Manage DVRP's social media (Twitter, Facebook, Instagram, LinkedIn), listserv, and website; this includes:
 - Creating original visual content, including social media graphics, fact sheets, and resource guides
 - Hosting social media campaigns for Sexual Assault Awareness Month (April), Asian/Pacific Islander Heritage Month (May), and Pride Month (June)
- Supervise volunteer and intern program
- Foster new partnerships with A/PI community leaders, organizations, health care providers, and faith-based institutions to increase their knowledge of domestic violence and sexual assault resources
- Engage the community in dialogue with an emphasis on trauma-informed practices and mental health
- Coordinate translation and distribution of outreach materials such as brochures on domestic and sexual violence, grant reports, videos, newsletters and bystander cards

- Organize community events including speaker roundtables, “Art as a Voice,” and arts-based healing workshops

Training and Technical Assistance Program (25%)

- Facilitate domestic violence, sexual assault education, and cultural humility trainings for advocates and other service organizations
- Create training resource guides tailored towards specific communities, including the A/PI community, LGBTQ+ community, and health care providers

Other Related Duties (5%):

- Assist the Executive Director with administrative and operational duties such as submitting grant reports, organizing meetings, etc.
- Other relevant duties as needed

Eligibility:

Eligible candidates must meet the following criteria:

- Residence within travel vicinity of the DC, Maryland, and Virginia area
- A 4-year degree from an accredited undergraduate university

Qualifications:

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

- An understanding of systems of violence and how they impact survivors and communities
- An understanding of the intersectional needs of the A/PI community
- At least 2 years of experience in community outreach, advocacy, training, and communications within underserved, culturally specific, or limited English proficient communities
- Proficiency in visual design and aptitude in designing social media campaigns targeting different audiences
- Experience with Canva, WordPress, Adobe Creative Suite, and Microsoft Office
- Excellent writing and organizational skills with high attention to detail
- Ability to stay up to date with current news, trends, and studies
- Fluency in 1 or more A/PI languages is an asset
- A self-starter with the demonstrated ability to work independently
- Experience in facilitating spaces and organizing community events both in person and online
- A valid driver’s license, access to insured and registered vehicle and willingness to use vehicle to travel to outreach events or partner meetings.

Compensation:

- Full-time yearly salary of \$40,000-\$44,000 with benefits.

Application Process:

Please submit the following to the Hiring Committee at hr@dvrp.org with a subject title, "Outreach & Training Program Coordinator Application":

1. Resume
2. Cover letter
3. At least 3 references
4. A sample of work that best displays outreach capabilities (I.e. a brochure, presentation, list of tweets, graphics, newsletter, etc. that the candidate independently developed).

We will be responding to applications on a rolling basis until midnight on **July 5th, 2021**. Incomplete applications will not be considered.

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."