



ARP Support for Survivors Program Coordinator Job Announcement
Applications Due: December 9, 2022
Start Date: January 12, 2023

12-5-2022

POSITION SUMMARY

The Asian Pacific Institute on Gender- Based Violence (API-GBV) has created a new position for a ARP Support for Survivors Program Coordinator that is integral to the success of a national, multi-year grant program, awarded to API-GBV by the U.S. Department of Health and Human Services, Administration for Children & Families, Family & Youth Services Bureau, Family Violence Prevention and Services Program under the American Rescue Plan of 2021. This position supports multiple Asian /Asian American, Pacific Islanders (AAPI's) and Middle Eastern (ME) anti- violence, community-based organizations (CBOs) across the U.S. who will receive grants through this program. The Project Coordinator is mission-driven, community and survivor-centered, and highly organized. The Project Coordinator will need to be part of the development and implementation of this new methodology and that will serve a growing number of grantees. This position will report to the Project Manager, and support the program by coordinating grantee technical assistance and training requests, partner and consultant meetings, grant program activities. This position will also work closely with the fuller team to ensure grantees receive an array of relevant and ongoing support.

This position is a full-time (40 hours per week), non-exempt position. Our main office operations are currently located in Oakland, California with other staff working from various locations within the US. This position can work remotely from outside the Bay Area while maintaining close communications to the team. We currently have 11 members on our board of directors and anticipate growing from 15 to 20 staff members within the next year. Our ideal start date is January 12, 2023.

JOB RESPONSIBILITIES

Program Responsibilities: (70%)

- Supports regular communication with grantees, partners, and consultants to both inform our community and understand the needs of the grantees.
- Coordinates day-to-day grant program activities.

- Supports the Project Manager with funding distribution including responding to and/or triaging grantee technical assistance and training requests, partner and consultant activities, and overall grant program support.
- Facilitates the grantees' timely submission of invoices and reporting.
- Supports the Project Manager to build a resource list of technical assistance and training offerings; and connects grantees with relevant expertise and resources.
- Assists Project Manager in collecting and reporting on grant program activities and objectives, as well as synthesizing key issues, themes, and learning across the grant program
- Applies new learnings, approaches, and practices to core position responsibilities and activities.

Administrative Responsibilities: (30%)

- Updates database with appropriate data and information on grantees and funding.
- Manages and coordinates all administrative tasks pertaining to this project and distribution of funding.
- Setting calendars and reminders for partners and grantees to appropriately respond to this funding.
- Performs other such duties as assigned within the scope of the position and program description, as well as those reflective of their experience, education, and ability.
- Actively participates in team meetings, workgroups, and organization-wide initiatives.

QUALIFICATIONS

- Education and Experience
 - Undergraduate degree in a relevant area – or - an equivalent combination of relevant experience and training.
 - 2-4 years providing technical assistance, training, and project coordination.
 - Strong preference to candidates with experience volunteering or working at a CBO.
- Knowledge, Skills and Abilities.
An ideal candidate for this position will have experience coordinating technical assistance, training, and support for organizations addressing the effects of gender-based violence for vulnerable communities. The work requires strong organizational skills as well as the ability to adapt to changing deadlines, complexity, and ambiguity as programs are developed to address emerging needs. Project coordinators must work

both independently and also be able to collaborate with a diverse team of staff, consultants, and organizational partners. Bilingual/Multi-lingual (AAPI-ME/English) skills and knowledge of the AAPI/ME community will be an added bonus.

- Demonstrated knowledge of gender-based violence within the AAPI or ME community and the intersections with race, ethnicity, culture, immigration, language justice, among other considerations and lived realities.
- Strong project and time management skills. Keen attention to detail. Highly responsible and accountable.
- Effective verbal and written communication skills with ability to tailor communication to various audiences.
- Ability to navigate complexity deftly and with tact and diplomacy.
- Ability to manage multiple priorities to ensure work is completed in a timely and productive manner, especially with tight deadlines.
- Proficiency in use of PC computers, Microsoft and Adobe Suites, and donor management and grantee database software and systems, among others.

ORGANIZATIONAL RELATIONSHIPS

Reports to Project Manager and will work collaboratively with internal team members, grantees, and external project partners.

Compensation & Benefits

Compensation: Starting salary \$61,105 per annum (based on 40 hrs. per week/100% FTE). We provide an excellent benefits package including medical, dental, vision, basic life and disability insurance, 401K and paid vacation/health & wellness time.

How To Apply

Please send letter of interest, resume and the names and contact information of three (3) professional references in a **single PDF document** to HR@api-gbv.org by December 9, 2022.

Working Environment

API-GBV strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

Travel Requirements – Outside of the context of COVID-19, there may some travel required.

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