



Systems & Advocacy Senior Program Manager Job Announcement

Applications Due: December 2, 2022

Tentative Start Date: January 1, 2023

POSITION SUMMARY:

The Asian Pacific Institute on Gender-Based Violence (API-GBV) is searching for a Systems & Advocacy Senior Program Manager position to ensure that Interpretation and Technical Assistance Resource Center and Healing Across Language Interpreting Training Center goals and objectives are met. This includes developing and managing the Healing Across Language Interpreting Training Center, coordinating and delivering local and national training via in person and webinars, researching and developing tools and curricula on language access, culturally responsive trauma informed interpreting, providing support to interpreting skills building trainees, develop and manage a national network of trauma informed interpreters, provide technical assistance to federal grant recipients on Title VI compliance, language access planning, and enhancing accessibility and cultural responsiveness of services; develop and manage relationships with federal grant managers, specialists, national training and technical assistance providers, grant recipients, and stake holders. This position is primarily responsible for management and implementation of specific program objectives and activities.

The Interpretation Technical Assistance & Resource Center (ITARC) works to improve systems responses to LEP victims by providing technical assistance and training on the development and implementation of language accessible services. Technical assistance and training includes, but is not limited to: civil rights compliance and language access planning; interpreting for victims of domestic violence and sexual assault; and effectively working with interpreters.

With over 2000 language and dialects spoken throughout the world, the challenge of meeting the needs of survivors with limited-English proficiency is often insurmountable. For languages of lesser diffusion, including Asian and Pacific Islander languages, there are few or in some cases no interpreters with the requisite training, experience, and skills needed to interpret for survivors of domestic violence, sexual assault and trafficking. The lack of formal interpreting training programs in languages of lesser diffusion, particularly Asian and Pacific Islander languages, is one of the greatest barriers to meaningful access for survivors with the limited-English proficiency.

The API-GBV Healing Across Language Interpreting Training Center's (HAL) mission is to increase the pool of qualified trauma informed interpreters available to provide interpreting for survivors, systems, and direct service providers. HAL delivers trauma informed interpreting skills building trainings for community interpreting, law enforcement interpreting, SANE interpreting, and training for service providers on effectively working with interpreters.

The center piece of HAL's training program is its 40 hour web based trainings; Healing Across Language community trauma informed training (English and Spanish), and the Law Enforcement Interpreting Training Program (English), SANE Interpreting Training Program (English); and in-person interpreting for DV/SA training curriculum.

HAL is working to secure funding to include language other than Spanish, by adapting and developing in language modules for all interpreting skills building trainings in Asian and Pacific Islander languages and other language of lesser diffusion.

This position is a full-time (40 hours per week), exempt position. Our main office operations are currently located in Oakland, California with other staff working from various locations within the US. We currently have 11 board members and anticipate growing from 15 to 20 staff members over the next. This position can work remotely from outside the Bay Area while maintaining close communications to the team. Our ideal start date is **February 1st, 2023**.

ROLES & RESPONSIBILITIES:

Program Implementation: (50%)

- Implement program deliverables as specified through current funding agreements and organizational priorities
- Provide technical assistance and training on language access, trauma informed interpreting and interpreting skills building, including the Healing Across Language and Law Enforcement Interpreting Training Programs
- Facilitate web-based trainings that are trauma-informed, focusing on interpreting-skills for community and law enforcement
- Adapt approach and technical assistance/training to specific audiences to optimize effective communication and delivery of information
- Coordinate and support interpreting trainers & consultants
- Research, develop, and adapt training resources and curricula
- Develop and maintain national network of trauma informed interpreters
- Coordinate regular support sessions for recipients of interpretation training

Program Management & Oversight (25%)

- Participate in stakeholder meetings to identify emerging trends and issues affecting language access and interpreting
- Formulate solutions to issues encountered working within ambiguous situations/environments
- Research and formulate quality work output and deliverables, dealing with a vast array of situations and requests
- Contributes to strategy development and ensure quality work is produced and disseminated

- Adept working within varying systems and ability to interact with stakeholders at all levels ranging from court systems/judicial advocates, law enforcement to grassroots organizations and funding agencies
- Build solid working relationships within all types of organizations and
- Apply the principles of justice, equity and inclusion to program development and implementation
- Provide bilingual service to stakeholders, constituents and direct service providers
- Provide supervision and guidance to relevant Program Coordinators

Funder Development & Responsiveness: (25%)

- Ensure compliance with grant and reporting deadlines for federal funders and foundation funders
- Serve as the primary contact for funders, partners, and Language Access inquiries
- Liaise and establish rapport and solid working relationships with funders and stakeholders
- Work in accordance with cooperative agreements/contracts with funders
- Collaborate with supervisor and relevant staff members to develop funding proposals

QUALIFICATIONS:

Required Knowledge, Skills & Abilities:

- Experience working with law enforcement, courts, community service providers, law school clinics, and/or attorneys and delivering technical assistance training
- Strong writing and presentation skills and ability to adapt approach to effectively reach differing audiences
- Bilingual with the ability to present and provide technical assistance in English and another language
- Highly adaptable in work style, approach and disseminating of information
- Comfortable working with ambiguity where parameters and solutions are not always defined
- Demonstrated experience managing staff and consultants for federal grants including in program planning, implementation, and coordination;
- Graduate degree or equivalent experience in domestic violence or related field;
- Significant experience in language access and interpretation training and/or technical assistance; particularly in communities with Limited English Proficiency
- Ability to travel nationally (20% of time)

Preferred Knowledge, Skills & Abilities:

- Knowledge of the dynamics of domestic violence, sexual assault and/or other types of gender-based violence
- Knowledge of culturally responsive and trauma informed practices
- Experience assisting victims and survivors through the criminal justice system
- Interpersonal and organizational skills and ability to work with diverse groups of people, organizations, systems and multiple stakeholders

- Demonstrate experience to work under pressure and meet deadlines
- Ability to balance working both independently and as a team member; including with internal and external stakeholders

GENERAL API-GBV STAFF ROLES:

Along with all employees, the Coordinator is expected to:

- Foster an environment that promotes trust and cooperation among constituents and staff.
- Apply policies and procedures to ensure that the principles of API-GBV are implemented.
- Maintain confidentiality in accordance with federal, state, and local regulations and in accordance with professional codes of conduct.
- Is accountable for participation in decision making processes and understanding the outcomes.
- Understand the mission, values, and principles of API-GBV and applies them in work responsibilities.

ORGANIZATIONAL RELATIONSHIPS

This role reports to Senior Program Manager, Enhancing Access to Services. This role supervises HAL and Language Access Program Coordinators

Compensation: Starting salary \$83,275 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.

Contact: 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 2, 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.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

