POSITION SUMMARY

The Asian Pacific Institute on Gender-Based Violence (API-GBV) has created a new position for a Healing Across Languages (HAL) Senior Project Coordinator. Working closely with the Senior Project Manager, this position is responsible for the development, coordination, and delivery of the objectives and activities of the Healing Across Language Interpretation Training Center. Responsibilities will include project planning, assist the Senior Project Manager with establishing HAL and a national network of experts, developing materials that include writing new publications for HAL, convening and preparing trainings, providing regular technical assistance on trauma informed interpreting skills building and issues through various delivery systems, and other project development activities. The Senior Project Coordinator will be expected to take on various complex components and work with high levels of autonomy.

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 18 staff members and 9 board members on our team. This position can work remotely from outside the Bay Area while maintaining close communications to the team. Our ideal start date is August/September 2023.

**JOB RESPONSIBILITIES**

**Project Development & Implementation of HAL (40%)**

- Assist Senior Project Manager with development and implementation of project objectives and activities of HAL;
- Collect and analyze relevant literature on trauma informed interpreting issues, manuals, and models for interpreting, and disseminate information to a national network of providers;
- Work closely with national and state partners including spoken and sign language interpreters, federal and state agencies, local community-based organizations;
- Implement program deliverables as specified through current funding agreements and organizational priorities

**Training & Technical Assistance (40%)**

- Provide technical assistance and training on language access, trauma informed interpreting and interpreting skills building,
- Facilitate web-based trainings that are trauma-informed, focusing on interpreting skills for community via conference workshops, webinars, and develop written materials;
- Assist Senior Project Manager with coordination and provide general and targeted technical assistance, research on and resources on interpretation, and/or trainings for federal, state, foundation grant recipients, including but not limited to; attorneys, advocates, systems personnel and interpreters, using a range of delivery methods;
- 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

**Funder Development & Responsiveness (10%)**

- Assist Senior Project Manager with coordination of all administrative and grant management aspects of the project, including report-writing and data collection.
- Ensure compliance with grant and reporting deadlines for federal funders
and foundation funders •
• Work in accordance with cooperative agreements/contracts with funders
• Collaborate with supervisor and relevant staff members to develop funding proposals

**Project Administration: (10%)**

• Creates and updates contact lists for survey distribution
• Manages and coordinates all administrative tasks pertaining to research and evaluation
• Updates coalition manager database, maintaining detailed records of research-related activities
• Attend and assist with all agency meetings, events, and functions as required;
• Perform other duties as assigned by the Senior Project Manager.

**QUALIFICATIONS**

- **Education & Experience**
  - Graduate degree or equivalent experience in domestic violence or related field;
  - Minimum of four years of experience in domestic violence, providing interpreting services;
  - Minimum three years of experience in program planning, implementation, and coordination;
  - One-three years of experience providing social or legal services.

- **Knowledge, Skills & Abilities**
  - Experienced in or knowledgeable about working in communities with Limited English Proficiency;
  - Experienced in or knowledgeable about trauma informed interpreting;
  - Experienced in or knowledgeable about interpreting skills building;
  - Experienced in or knowledgeable about the criminal legal system.
  - Bilingual with the ability to present and provide technical assistance in English and another AAPI language
  - Demonstrated knowledge of gender-based violence within the AAPI or MENA community and the intersections with race, ethnicity, culture, immigration, language justice, among other considerations and lived realities
  - Strong verbal and written communication skills with ability to tailor communication to various audiences
  - Experience developing cross-systems training strategies and learning agendas with participatory, culturally specific, and community-based learning.
  - Quick learner with outstanding organizational skills, keen attention to detail, highly responsible and accountable
Exceptional interpersonal skills, with the ability to listen and to provide clear and concise information

Ability to manage multiple priorities as well as work both independently and as part of a team, producing high quality work within stated deadlines

Flexible and able to alter course when circumstances change

Takes initiative to solve problems and processes and responsible for specific processes

Proficiency in use of PC computers, MS Word, Excel, and Outlook, and Adobe Suites, among others

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
Reports to Senior Program Manager and will maintain working relationships with:

• Staff from federal funding programs, i.e. Department of Justice (DOJ), Office on Violence Against Women; and Department of Health and Human Services (DHHS);
• Domestic violence service programs across the country;
• Federal officials addressing language access in the DOJ and DHSS;
• Professional organizations of interpreters and translators.

Compensation & Benefits
Compensation: Starting salary **$70,864** (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. We prioritize staff wellness and development.

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 July 28, 2023. In the subject line, please note: Your last name, first name: Senior Project Coordinator - Healing Across Languages.
**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, disability, 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 be 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.