



Training & Technical Assistance Specialist Job
Announcement Applications Due: January 15, 2024
Start Date: February 26, 2024

12-21-2023

POSITION SUMMARY

The Asian Pacific Institute on Gender- Based Violence (API-GBV) has created a new position for a Training and Technical Assistance Specialist (TTA Specialist) that is integral to the success of national, multi-year grant programs, awarded to API-GBV by the Office on Violence Against Women (OVW). 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. that are OVW grantees or potential grantees in receiving training and technical assistance.

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. 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 19 staff members. Our ideal start date is February 2024.

ESSENTIAL DUTIES/ FUNCTIONS & RESPONSIBILITIES

Training & Technical Responsibilities: (80%)

- Designs and implements training, tools, and initiatives to enhance the capacity of culturally responsive approaches to organizations that serve survivors of gender-based violence (GBV).
- Analyzes and assists training needs for individuals, communities, and institutions
- Implements adult learning theories of engagement, mentorship, and experience to diverse audiences including culturally specific communities and organizations, grantees, coalitions, and community members.
- Evaluates the effectiveness and impact of training and technical assistance through evaluations, surveys, interviews, and communication.
- Maintains and enhances relationships with national partners, grantees, culturally specific organizations, community-based organizations, state coalitions
- Contributes to a collaborative, positive organizational culture. Embodies the values and qualities of API-GBV in external relationships
- Builds a resource list of technical assistance and training offerings; and connects grantees with relevant expertise and resources.
- Collects and reports on grant program activities and objectives, as well as synthesizes key issues, themes, and learning across the grant programs

- Utilizes discretion and independent judgment when applying new learnings, approaches, and practices to core position responsibilities and activities.

Administrative & Communication Responsibilities: (20%)

- Updates database (Coalition Manager) with appropriate data and information on technical assistance and training.
- Includes preparing e-blast content and design, social media messages, website content and direct outreach among other forms of internal and external communication that may be used.
- Communicates internally and directly with API-GBV staff, partners, grant managers/funders to coordinate or provide training and technical assistance.
- 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.
 - At least three to five years' experience in providing technical assistance and training at the national level.
 - Demonstrated knowledge of gender-based violence within the AAPI or ME community, and the intersections with race, ethnicity, culture, immigration, language justice, and lived realities among other considerations.

Knowledge, Skills and Abilities.

- Excellent training and communications skills in both English and an AAPI/ME language, preferably Arabic, with ability to tailor communication to various audiences.
- Keen understanding and advanced knowledge of the nuances of gender- based violence within the AAPI/ME community.
- Subject matter expertise in addressing transitional housing, capacity building or online abuse in the AAPI/ME communities
- Ability to relate to people at all levels of an organization and model behavior consistent with the vision, mission, and values of API-GBV.
- Committed to a learning culture, including race equity/anti-racist practices.
- 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 discretion, 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 grantee database software and systems, among others.

ORGANIZATIONAL RELATIONSHIPS

This role reports to Director of Programs, and will work collaboratively with internal team members, and external partners.

Compensation: Starting salary \$ 68,000 - \$75,000 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 detailing why you are a fit for this position and your resume in a **single PDF document** to HR@api-gbv.org , by 5 pm PST on January 15, 2024.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

- The office work environment consists of double occupancy offices or cubicles equipped with a desk and/or laptop computer.
- Travel work environments include meetings in hotel/conference facilities; and office meeting rooms.
- With airline travel, airport environments contain security scanners and procedures; handling checked or carry-on baggage; managing flight schedules; and/or changing planes on connecting flights
- Must be able to reach, bend, stoop, stand and lift up to 20 pounds.
- Must be able to sit for prolonged periods.
- Moderate noise level in the work environment.

Travel Requirements –Ability to travel nationally (at least 50% of the time).

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.

The Asian Pacific Institute on Gender-Based Violence is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

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.