



JOB ANNOUNCEMENT

Position Closes: April 15, 2016

Position: Capacity-building Program Coordinator
Status/Hours: Full-time; hourly; non-exempt; 40 hours per week
Wage: Established range, dependent on experience

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing over 1,000 advocates, organizations and allied groups. With offices in Sacramento, the Partnership's diverse membership spans the entire state. Through our public policy, communications and capacity-building efforts, we align prevention and intervention strategies to advance social change.

The Partnership believes that by sharing expertise, advocates and policy-makers can end domestic violence. Working at the state and national levels for nearly 40 years, the Partnership has a long track record of successfully passing over 200 pieces of legislation addressing domestic violence. Every day we inspire, inform and connect all those concerned with this issue, because together we're stronger.

Based out of our Sacramento office, the Partnership has an opening for a Program Coordinator position on our Capacity-building team. Under the guidance and direction of the Capacity-building Program Manager, the Program Coordinator is responsible for providing information, resources, technical assistance and training to members throughout the state.

MINIMUM / DESIRED QUALIFICATIONS

Education and Experience:

- a) Bachelor's degree in related field or equivalent experience
- b) Minimum of two years of experience in a non-profit setting involving domestic violence, women's rights, social justice or similar organization
- c) Experience coordinating training and technical assistance services preferred
- d) Experience with statewide coalition work for violence against women or other social justice-related issues, or other membership-based association also preferred

Knowledge, Skills and Abilities:

- e) Demonstrated knowledge of and commitment to ending domestic violence
- f) If not already completed, must complete a 40-hour domestic violence counselor training within first 6 months of employment
- g) Understanding of and commitment to issues of anti-oppression and cultural competency
- h) Bilingual skills desired
- i) Excellent organizational skills
- j) Strong communication and interpersonal skills
- k) Ability to be self-directed, and to work collaboratively within a team and across disciplines/organizations
- l) Proficiency in word processing, spreadsheet, database and internet applications, including Microsoft Office Programs
- m) Access to reliable transportation and ability to travel as needed to complete job duties. Valid driver's license and proof of auto insurance
- n) Commitment to the Partnership's vision, mission, guiding principles of unity, and cultural competency standards

Physical Requirements (not limited to the following):

- a) Physical ability to perform essential functions with or without reasonable accommodation
- b) Must have the ability to sit for extended periods of time
- c) Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal
- d) To see and read a computer screen and printed material with or without vision aids
- e) Hear and understand speech at normal levels and on the telephone
- f) Speak in audible tones so that others may understand clearly in person and on the telephone
- g) Ability to understand and follow oral and written instructions
- h) Physical ability to lift up to 35 pounds

**INTERESTED APPLICANTS SHOULD SUBMIT COVER LETTER & RÉSUMÉ DEMONSTRATING QUALIFICATIONS
BY APRIL 15, 2016 TO: jobs@cpedv.org**

The Partnership is an equal opportunity employer. Women, people of color, survivors, people with disabilities, and persons who are LGBTQ are encouraged to apply.