



JOB ANNOUNCEMENT

Position Closes: January 15, 2018

Position: Capacity Building Coordinator
Status/Hours: Part Time; hourly; non-exempt; 20 hours per week

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.

POSITION SUMMARY: Under the guidance and supervision of the Capacity-building Program Manager, the Program Coordinator is responsible for: (a) Implementing the Partnership's capacity-building activities; and (b) Contributing to organizational activities.

PRIMARY RESPONSIBILITIES

Capacity-building Activities

1. Work with Program Manager to prepare and implement annual work plans and project timelines to advance the organization's capacity-building program including, but not limited to:
 - a. Respond to requests for information and technical assistance from domestic violence service providers, advocates and allied organizations
 - b. Provide customized technical assistance to help programs in addressing specific questions, needs or challenges
 - c. Facilitate peer-to-peer networking, mentoring, and support for emerging leaders
 - d. Maintain online resource clearinghouse and disseminate tools, materials, and resources
 - e. Prepare, deliver and disseminate training curricula and materials on a variety of DV-related subjects
 - f. Coordinate educational opportunities through statewide conferences and webinars, regional workshops, and on-site training sessions with local programs
2. Enter program activities into database in accordance with organizational policies and procedures
3. Implement surveys and other tools to evaluate efforts (i.e., trainings, events, etc.)

Organizational Activities:

4. Provide information and referrals to survivors calling the organization
5. Contribute to online forums, newsletters, hand-outs and other materials as requested
6. Participate in planning and implementation of organization's special events, trainings and conferences
7. Provide support and assistance to other staff for special projects as requested
8. Carry out other duties as assigned

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, sexual assault, 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

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

Salary: \$23.08 – 29.20/hour, dependent on experience

Benefits: Vacation, sick & holiday leave

Travel: Some statewide travel may will required

Interested Applicants Should Submit Cover Letter & Résumé Demonstrating Qualifications by January 15, 2018 to: jobs@cpedv.org with the subject line "Capacity Building Coordinator"

For More information about the Partnership visit www.cpedv.org

The California Partnership to End Domestic Violence is an equal opportunity employer and makes employment decision on the basis of merit. The Partnership desires to have the best available person in every position. Organizational policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation or any other consideration made unlawful by federal, state or local laws.