

**JOB DESCRIPTION**  
**LANGUAGE JUSTICE PROJECT MANAGER**

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. We recognize domestic and intimate partner violence as one of many interconnected forms of systemic oppression and unequal power. It silences diverse perspectives and prevents people and communities from actualizing their full potential. The Partnership works to lead and energize the domestic violence movement by strengthening the capacity of the field to listen to the collective and varied perspectives of survivors, families, and communities with the ultimate goal of ending patriarchal, domestic and intimate partner violence.

The Partnership is deeply committed to creating and sustaining an organizational culture that values diversity and equity; and envisions an organization that reflects the rich cultural diversity of California. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms.

As a member of the Communications team, the **Language Justice Project Manager** will inform the strategic implementation of language justice in all of the Partnership's work. This includes updating our language access plan and guiding implementation with all departments in the organization. They will provide guidance to internal and external translators/interpreters as needed. They will work together with other staff to provide translation of written materials including checking translations of technical terms and terminology to ensure cultural accuracy.

**RESPONSIBILITIES:**

- Facilitate effective communication between two parties that do not speak similar language by converting one spoken or written language to another
- Attend conferences and meetings to act as the official translator to mediate discussion.
- Relay concepts and ideas between languages.
- Convert written materials from English into Spanish or vice versa, such as books, publications, web pages, letters, etc.
- Create new text in the target language that reproduces the content and style of the original.
- Edit and proofread text to accurately reflect language.
- Read aloud documents in a language other than that in which they are written.
- Provide language services to staff, members, and victims of domestic violence with limited English proficiency.

**PRINCIPLES OF COMMUNITY:**

To foster the best possible working environment, the Partnership strives to maintain a climate of equity, fairness, cooperation, and professionalism. All of us are expected to positively contribute to a climate of integrity marked by mutual respect for each other; celebrate diversity and adapt responsibly to cultural differences; seek to foster understanding and acceptance; promote awareness through education; engage in constructive dialogue and strategies for engaging and resolving conflict; reject any and all acts of discrimination of any kind and appropriately confront and respond to such acts; affirm the right to freedom of expression; maintain and promote an atmosphere free of abusive or demeaning treatment, and commit to adherence and enforcement of the Partnership's Principles of Community that promotes the fulfillment of these principles. Key performance indicators of the principles of beloved community include:



- Communicating with dignity and respect.
- Engaging in efforts to learn and understand the culture of the Partnership to interact in a manner that supports the overall mission and directly aligns with the Partnership's Theory of Change.
- Constructively engaging in teamwork and collaboration.
- Working with others in a spirit of cooperation regardless of racial, ethnic, religious, age, ability, culture, gender identity, sexual orientation, or other differences.
- Taking proactive measures to promote more respectful interactions in the workplace.
- Treating and responding to others equitably and fairly.
- Recognizing – within themselves and others – conversations or activities that could serve to make others feel isolated, ostracized, or harassed.

**OTHER RESPONSIBILITIES:**

- Position domestic violence issues along with other movements.
- Provide support and assistance to other staff for special projects as requested.
- Embody and promote the Partnership's values and guiding principles.
- Contribute to a positive and productive work environment internally and externally.
- Act professionally and in a manner which appropriately represents the Partnership.

**REQUIRED SKILLS/EDUCATION/QUALIFICATIONS:**

- Certification from the American Translators Associate or other certifying body required.
- At least 1 professional translation and simultaneous interpretation experience.
- Fluency in both written and verbal English and Spanish.
- Public speaking ability.
- Interpersonal skills using tact, patience, and courtesy.
- Commitment to the Partnership's Mission and Principles of Community.
- Excellent organizational and time-management skills.
- Ability to be self-directed and to work collaboratively within a team environment.

**DESIRED SKILLS/QUALIFICATIONS:**

- Experience in the field of Domestic Violence.
- Demonstrated understanding of and commitment to issues of cultural diversity as they apply to domestic violence and an ability and willingness to work with people from a variety of backgrounds and experiences.
- Excellent problem-solving skills and the ability to facilitate critical thinking processes.
- Ability to manage competing demands, adjust priorities as needed, and change approach or methods to best fit the situation.
- Proficiency in word processing, spreadsheets, presentational and internet applications including Microsoft Office Programs.

**LOCATION/TRAVEL:**

The Partnership's main office is in Sacramento, California; however, we are currently operating under telework-only conditions. Under normal operations, this position may require regular travel (approximately 25-40% of the time). While working out of the Sacramento office is preferred when normal operations resume, the Partnership will also consider California/non-California based, remote applicants for this position. Please indicate in your cover letter if you are applying as a remote-only applicant.



**SALARY:**

- This is a part-time, non-exempt position.
- This position is anticipated to work between 15-18 hours per week.
- The minimum starting rate for this position is **\$37/hour**.
- Salary may be adjusted for experience.

**BENEFITS:**

Part-time employees employed less than 20 hours per week are not eligible for employee benefits except for those mandated by applicable law.

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*The California Partnership to End Domestic Violence is an equal opportunity employer and makes employment decisions based on 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 including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. Organizational policy also prohibits unlawful discrimination based on the perception or an association with a person having any of the above characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and against organizational policy.*

*The Partnership is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the organization and prohibits unlawful discrimination by any employee of the Partnership, including Supervisors and co-workers.*

*The Partnership has a policy of encouraging diversity in the workforce. Employee diversity maximizes the talented pool of the organization and is an important component of the management workforce of the organization. Employees, as well as Members benefit from the organization's policy on diversity because employees work in a dynamic environment where many different views are considered and respected. The Partnership serves the information needs of widely different communities in California and is committed to cultivating a diverse workforce that represents many backgrounds.*

*This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination and all other privileges, terms, and conditions of employment.*