JOB ANNOUNCEMENT

Position Closes: April 30, 2020

Position: Capacity Building Coordinator
Status/Hours: Part Time; hourly; non-exempt; 30 hours per week
Location: Work from home through shelter-in-place order, and then Sacramento

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. The Coordinator is expected to work closely with the team to implement programmatic activities.

PRIMARY RESPONSIBILITIES

Capacity-building Activities
1. Support preparation of and coordinate implementation of annual workplans and timelines in coordination with Program manager and in alignment with the Theory of Change.
2. Respond to requests for technical assistance; provide customized TA
3. Facilitate and support networking, mentoring and support activities among and for emerging leaders
4. Support regional representatives in setting regional direction
5. Research and evaluate resources and tools from other organizations; seek out resources that fill gaps and identified need; promote and disseminate resources to co-workers, member agencies, partners and service providers at-large
6. Listen for the needs of survivors and members and seek out information, resources, policies, procedures and promising practices to fill needs; disseminate through listserves, online forums, etc.
7. Encourage sharing of resources among member agencies
8. Develop, deliver and disseminate training curricula and materials on a wide variety of DV related topics; maintain existing curricula and keep it up to date and relevant to current needs
9. Plan and coordinate educational opportunities, i.e. webinars, conferences, workshops and trainings
10. Present webinars and in-person training sessions
11. Coordinate with administrative staff to arrange appropriate meeting space and logistics, registration, materials and contracts with presenters/speakers
12. Provide information and referrals to survivors

**Organizational Activities:**
1. Provide Support and assistance to co-workers and for special projects as requested
2. Position DV issues along with other movements
3. Assist in the development and dissemination of organizational resources, and contribute to online forums, newsletters, hand-outs and other materials as requested
4. Participate in planning and implementation of organization’s special events, trainings and conferences
5. Embody and promote the Partnership’s values and guiding principles
6. Contribute to a positive and productive work environment
7. Act professionally and in a manner which appropriately represents the Partnership
8. Carry out other duties as assigned

**Minimum / Desired Qualifications**

**Education and Experience:**
1. Bachelor’s degree or equivalent experience in Social Work, Public Health, Public Administration, or related field
2. Minimum two years of experience in a non-profit setting involving domestic violence, sexual assault, women's rights, social justice or similar organization
3. Experience coordinating and delivering training and technical assistance services
4. Experience with statewide coalition work for violence against women or other social justice-related issues, or other membership-based association preferred
5. Access to reliable transportation and ability to travel as needed to complete job duties

**Knowledge, Skills and Abilities:**
1. Demonstrated knowledge of and commitment to ending domestic violence
2. If not already completed, must complete a 40-hour domestic violence counselor training within first 6 months of employment
3. Understanding of and commitment to issues of anti-oppression and cultural competency
4. Demonstrated ability to produce high quality work, on time with competing priorities
5. Demonstrated ability to take initiative, work independently and be accountable for actions
6. Commitment to centering survivor voices in programmatic work
7. Willingness and ability to work collaboratively and in coordination toward more effective and sustainable solutions within a team and across disciplines/organizations
8. Ability to build partnerships with a variety of people including survivors, organizational leaders, shelter, direct service staff and co-workers
9. Commitment to the Partnership's Mission and Theory of Change
10. Proficiency in word processing, spreadsheet, presentational and internet applications, including Microsoft Office Programs
11. Bilingual skills desired
12. Access to reliable transportation and ability to travel as needed to complete job duties

**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

**Salary:** $23.08 – 29.20/hour, dependent on experience  
**Benefits:** Vacation, sick & holiday leave; 75% health, dental, vision premiums  
**Travel:** Some statewide travel may will required

*Interested Applicants Should Submit Cover Letter & Résumé Demonstrating Qualifications by April 30, 2020 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.*