



Asian/Pacific Islander
Domestic Violence Resource Project

Job Announcement: Advocates Program Co-Director

The Asian/Pacific Islander Domestic Violence Resource Project (DVRP) is seeking an Advocates Program Co-Director. Founded in 1995, DVRP is a nonprofit organization that seeks to address and prevent domestic violence in Asian and Pacific Islander (A/PI) communities in the Washington, DC metropolitan area. DVRP is a non-hierarchical organization structured on mutual respect, shared responsibility, trust and equality supported by a collaborative style of leadership.

Position Summary

The Advocates Program Co-Director is a full-time, salaried position. Within DVRP's Advocates Program, trained community members serve as bilingual/bicultural advocates to provide free social service assistance to A/PI women in present or past abusive relationships.

The primary duties of the Advocates Program Co-Director are to coordinate the semi-annual, 50+ hour Advocates Program Training; evaluate the effectiveness of the Advocates Program services; and oversee grant reporting for the Advocates Program. S/he is also responsible for identifying and providing trainings to other service providers on topics including cultural competency and domestic violence in A/PI communities.

This position will work closely with its Co-Director, staff, volunteers, and the Board of Directors. Position requires some weekend and evening hours.

Primary Responsibilities

- Working to ensure that A/PI survivors of abuse receive culturally and linguistically appropriate direct services by coordinating and conducting DVRP's Spring and Fall Advocates Program Trainings; updating training curricula and resources; and recruiting, screening, and interviewing potential advocates
- Evaluating quality of services by managing the administration of evaluation surveys; updating survey tools; compiling and analyzing data; and writing monthly reports for DVRP's Board and quarterly and year-end grant reports
- Working to increase the accessibility of services for A/PI survivors by representing their needs at coordinated community response meetings and conducting cultural competency trainings for area service providers
- Identifying grants and assisting with writing grant proposals for the Advocates Program
- Providing direct services and referral information to individual A/PI survivors of domestic violence when necessary
- Perform other duties as needed

Minimum Qualifications

- Bachelors degree or higher educational degree
- Familiarity with domestic violence training modules and curricula
- Experience in organizing and facilitating trainings
- Excellent writing, oral communication and presentation skills
- Strong administrative and organizational skills
- Ability to multi-task

Preferred Qualifications

- Bilingual or multilingual in an A/PI language
- Experience working with A/PI communities
- Worked with and/or provided direct services to gender-based violence survivors
- Experience with program evaluation

Compensation

Commensurate with experience, along with an excellent benefit package.

Application Process

Applications are due by November 16, 2009. Please email resume and cover letter to HR@dvrp.org.

DVRP IS AN EQUAL OPPORTUNITY EMPLOYER

DVRP is committed to equal opportunity in employment and, in accordance with the District of Columbia Human Rights Act of 1977, as amended, does not discriminate on the basis of “race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, and place of residence or business.”