



AFSSA
ASIAN FAMILY SUPPORT SERVICES OF AUSTIN

Community Education Prevention Coordinator

Agency Summary:

Started in 1992, *Asian Family Support Services of Austin* is a non-profit organization that helps and empowers Asian survivors of domestic violence, sexual violence and human trafficking; improves their access to services; and increases community awareness of various forms of gender-based violence and oppression.

AFSSA is committed to providing the highest quality, client-centered and strength-based services. The Community Outreach Program Associate will be responsible for increasing awareness of issues related to domestic violence, educating the Asian communities about available intervention and prevention services and collaborating with traditional service providers with the vision of changing societal norms and attitudes that would lead to ending domestic violence and other forms of oppression. The Community Outreach Prevention Coordinator will report directly to the Community Outreach Program Manager.

Position Summary:

The Prevention Coordinator will play an active role the development of AFSSA's Prevention program. Under the supervision of the Community Education Program Manager, the Prevention Coordinator will conduct outreach, design and deliver educational sessions and prevention programs that aim to address and reduce gender-based violence. The Coordinator in addition to the development of the prevention strategy and curriculum, will deliver prevention programming in a variety of awareness settings including education sessions to youth and adult audiences; outreaching to parents and adults in community; serve as a conduit to individual support services by referring to our crisis response and direct services team; contribute to the development of the program plan with an to program effectiveness; and assist in evaluating AFSSA's prevention program.

The ideal candidate would be an empathetic individual with excellent listening, communication and public speaking skills, and have a strong understanding of Asian family and community dynamics, and is able to convey sensitive information in a culturally appropriate manner. Candidate should also have an understanding of domestic violence and of immigrant issues.

Duties & Responsibilities:

- Lead the development and implementation of a AFSSA's prevention strategy re: Domestic violence and Sexual Violence in the communities we serve.
- Develop and nurture relationships with key individuals and organization in the community.
- Participate in community based anti-violence coalitions emphasizing rape prevention and relationship violence prevention perspectives and strengthen alliances and partnerships with community based organizations.

- Develop, implement and evaluate tailored and culturally appropriate prevention and education curricula, including designing comprehensive workshops around various issues including but not limited to prevention, bystander intervention, cultural definitions, community responses and risk reduction.
- Provide support and trainings to community-based organizations in cultural competency, addressing the needs of Asian survivors of domestic & sexual violence and other areas as requested
- Excellent delivery of prevention and awareness activities in a variety of settings, including youth and adult audiences.
- Uphold AFSSA's mission to support survivors and educate the community to prevent and recognize the impact of domestic/sexual violence.
- Raise awareness about domestic violence and sexual assault through culturally tailored public awareness campaigns, social media efforts, and community outreach.
- Seek out collaborations to expand service delivery in the community and keep abreast of current trends and research related to prevention.
- Update and manage AFSSA's social media platforms
- Assist with the planning and coordination of AFSSA's Domestic Violence (October) and Sexual Assault Awareness Month (April) activities.
- Be available to represent AFSSA at community events and conduct programs, trainings, and workshops on weekends and after hours.
- Maintain professional competency by attending trainings and accessing other mechanisms (e.g., technical assistance, online tutorials, reading articles, etc.) for developing new knowledge and skills associated with prevention.
- Assist in completing required reports and other documentation (evaluations, sign-in sheets and other data for monthly, quarterly and annual reports) in a timely and complete manner.
- Adherence to AFSSA policies and procedures.
- Perform other duties as assigned.
- Coordinate continuing education training addressing domestic and sexual violence issues for all staff members
- Assist with the agency helpline and provide support, safety planning and other crisis related services to helpline callers
- Other duties as assigned

Qualifications:

- Bachelor's Degree in public health, education, sociology, social work, or related field and two years of field-related experience OR equivalent combination of education and experience
- Bi-lingual/bi-cultural in an Asian language preferred.
- Demonstrated experience in facilitating and delivering trainings and presentations.
- A passion for social justice and a commitment to ending sexual violence.
- Experience in the field of primary prevention preferred.
- Experience in the field of sexual assault and/or intimate partner violence preferred.

- Strong communication and interpersonal skills and ability to work independently as well as part of a team.
- Strong organizational skills, punctuality, professionalism, and written and oral communication skills.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Teaching or Youth development experience preferred.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Strong analytical and strategic problem solving skills. Ability to work a flexible schedule that could include some weekends and evenings. Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics within a fast paced environment.
- Ability to take initiative and prioritize tasks; good time management, problem prevention, and problem solving skills.
- Advanced skills in Microsoft Office programs (including Word, Excel, Outlook and PowerPoint).

SPECIFICATIONS

- This position is grant dependent
- 40 hours per week, including evenings and weekend commitments
- Starting salary range \$32,000 to \$34,000
- Health plan offered
- U.S. work permit required

Please send resumes to AFSSA at info@afssaustin.org or to P.O. Box 14234, Austin, TX 78761. For more information, visit www.afssaustin.org. **No phone inquiries.**

AFSSA is an equal opportunity employer and does not discriminate on the basis of age, sex, race, language, ethnicity, religion, national origin, marital status, sexual orientation, gender, gender identity/expression or status as a disabled veteran.