



## **SEXUAL ASSAULT OUTREACH - PROGRAM ASSOCIATE**

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 Sexual Assault Outreach Program Associate will be responsible for increasing awareness of issues related to sexual violence, by educating the Asian communities about existing intervention and prevention services, initiating programming as needed to create safe spaces for survivors to learn about resources while creating strong collaborations with mainstream service providers to improve access and outreach to AAPI communities. The Sexual Assault Outreach Program Associate will report directly to the Community Outreach Program Manager.

- Educate community members and build community capacity to respond to and identify various forms of sexual violence
- Create and assist with culturally specific campaigns and outreach materials to address various forms of sexual violence, while meeting organization specific and grant specific guidelines
- Provide support and trainings to community-based organizations in cultural competency, addressing the needs of Asian survivors of sexual violence and other areas as requested
- Design, implement, and assess comprehensive workshops around various issues including but not limited to prevention, bystander intervention, cultural definitions, community responses and risk reduction
- Build alliances with local ethnic businesses and organizations
- Cultivate and maintain relationships with and be the point person for ethnic communities primarily with an eye to educating communities on sexual violence, women's health and social service issues.
- Build and maintain alliances and partnerships with social service providers, and work on collaborative projects with ally service providers
- Coordinate continuing education training addressing sexual violence issues for all staff members
- Evaluate program for effectiveness and prepare monthly, quarterly and annual reports
- Participate in Austin area coalitions and task forces to build alliances and partnerships with community based organizations
- Assist with the agency helpline as needed.
- Attend agency meetings as required including staff meetings and weekly community education meetings
- Maintain proper community outreach documents, statistics, forms, and other records in a timely manner.
- 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 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.
- 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).
- Knowledge of Asian cultures, respect for all cultures, and ability to interact with diverse groups
- Knowledge of issues related to immigrants and community resources
- Strong familiarity with one or more Asian languages
- Research and organization skills, problem solving skills, creativity, and flexibility
- Excellent written and oral communication skills
- Some evenings and weekends required
- Must submit to and successfully complete a background investigation

## 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](mailto:info@afssaustin.org) or to P.O. Box 14234, Austin, TX 78761. For more information, visit [www.afssaustin.org](http://www.afssaustin.org). **No phone inquiries.**

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