



AFSSA
ASIAN FAMILY SUPPORT SERVICES OF AUSTIN

Asian Family Support Services of Austin: Program Manager—Full-Time

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 sex trafficking, improves their access to services and increases community awareness of various forms of gender-based violence and oppression.

Position Summary:

The Program Manager position will be responsible for the management, implementation of objectives, leadership and guidance of the Community Education and Outreach Program. The Program Manager provides overall direction and management of programs and must operate with great latitude for independent judgment and initiative. *This position reports directly to the Executive Director.*

Community Education and Outreach

This program raises awareness of issues related to domestic and sexual violence, educating local area API communities about available intervention and prevention services, overseeing the design and implementation of new 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.

Essential Duties Include:

- Management of a team of community education and outreach program associates to develop curriculum, implement outreach projects and coordinate program deliverables.
- Develop tailored and culturally appropriate curriculum, presentations and outreach projects to different Asian communities about domestic and sexual violence.
- Assess program material needs and develop and/or update brochures, handouts, and other educational material and coordinate their translation into Asian languages
- Conduct awareness campaigns, such as Domestic Violence Awareness Month in October and Sexual Assault Awareness Month in April
- Build allies within Asian community organizations and businesses for effective outreach
- Provide support and trainings to community-based organizations in cultural competency, addressing the needs of Asian survivors of domestic and 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
- Cultivate and maintain relationships with ethnic communities with an eye to educating communities on sexual violence, domestic violence, women's health and social service issues.
- Develop and deliver trainings about the barriers faced by Asian survivors for the legal community, law enforcement and other service providers
- Build close collaborations with social service providers and community based organizations and work on collaborative projects with ally service providers
- Provide personnel management, supervision and guidance to community education staff
- Evaluate program for effectiveness and prepare monthly, quarterly and annual reports



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- Participate in Austin area coalitions and task forces to build alliances and partnerships with community based organizations
- Assist with the agency hotline and hospital accompaniment 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

Knowledge, Skills, and Ability:

- Strong public speaking skills including excellent written and oral communication skills
- Strong knowledge of immigrant cultures, respect for all cultures, and ability to interact with diverse groups of people
- Strong knowledge of issues related to domestic and sexual violence affecting immigrant and refugee communities
- Strong familiarity with one or more Asian languages
- Demonstrated project management skills
- Demonstrated ability to manage a team
- Organization skills, problem solving skills, creativity, and flexibility
- Ability to prioritize and handle multiple tasks effectively
- Must have own transportation to travel frequently within the metropolitan area
- Proficiency in Microsoft Office software and the use of the Internet
- Must be flexible to work some evenings and weekends

Education, Training, and Experience:

- Bachelor's degree in Social Work, or Adult Education, or other closely related fields
- Experience in nonprofit sector and/or non-profit management
- Must have employee supervision experience

Specifications:

- Full-time position that is 40 hours per week, including some evenings and weekend commitments
- Salary range \$36,000 to \$40,000
- Health Benefits, Paid Time Off Included
- U.S. work permit required

Please send resumes to P.O. BOX 14234, Austin, TX 78761 or email to info@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, status as someone with a disability, national origin, gender, gender expression, gender identity, marital status, sexual orientation, or status as a veteran.