



## **Prevention Program Manager**

Salary: \$55,000+

Status: Full-time, exempt

*AFSSA is seeking a Prevention Program Manager. Reporting to the Director of Community Services, the Prevention Program Manager will lead the agency's efforts to provide violence prevention programs and presentations that educate and engage the community, and that open the door toward ending gender-based violence in Asian and immigrant communities.*

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### **ABOUT ASIAN FAMILY SUPPORT SERVICES OF AUSTIN (AFSSA)**

AFSSA is a non-profit organization located in Austin, Texas with a staff of thirty-seven professionals who are All Heart, All Ways in breaking the cycle of violence in Asian and immigrant communities. Through education, advocacy, and empowerment, we create a world without violence, centering on Asian and immigrant survivors of sexual violence, domestic violence, human trafficking, and stalking. We offer prevention education to increase community awareness and systems operators' awareness of the various forms of gender-based violence and oppression, and direct services that help survivors stay safe and empowered to create the lives they dream.

AFSSA supports our dedicated team of professionals by providing medical, dental, and vision insurance at no cost to employees. Paired with a generous annual time-off policy, AFSSA demonstrates our values through a high level of care for our employees. Time-off includes up to: 208 hours of paid time off; 40 hours of Floating Holidays; 48 hours of Official Holidays; and Comp time. AFSSA offers a 401k retirement program with an employer match.

*Guided by our core values of Prevention, Advocacy, Responsiveness, and Transformation, AFSSA provides high quality, client-centered, and strengths-based survivor and community services in Central Texas.*

### **POSITION SUMMARY**

Reporting to the Director of Community Services, *the Prevention Program Manager will lead the agency's efforts to provide prevention programs and presentations that educate and engage the community, and that open the door toward ending violence in Asian and immigrant communities by:*

- Build a well-prepared, multi-disciplinary team of prevention advocates;
- Lead the development and implementation of AFSSA's prevention strategy by creating well-integrated strategic plans that maximize AFSSA's prevention impact
- Build and maintain strategic relationships with schools, businesses, faith institutions, allied non-profits, and community leaders in an effort to maximize the reach of the prevention program;
- Monitor population trends, and language requirements to ensure prevention efforts reflect the highest need;
- Develop a library of prevention curricula specific to Asian and immigrant survivors of gender-based violence, and create a system for its maintenance
- Develop systems to track the implementation, utilization, and effectiveness of all prevention program activities

### **ESSENTIAL JOB FUNCTIONS**

- Build, train, manage, and supervise a staff and volunteer team that works to prevent and ultimately end violence in Asian and immigrant communities through education and community engagement
- Project development and management of all activities of the prevention team.
- Coordinate and align activities of the prevention team with those of the Outreach and Systems Advocacy teams.
- Build and maintain relationships with schools, businesses, faith institutions, allied non-profits, and community leaders in an effort to maximize the reach and effectiveness of the prevention programs. Participate in regional coalitions and task-forces
- Build systems that capture, track, and communicate the financial and programmatic needs of the prevention program

- Prepare and analyze weekly, monthly, quarterly service metrics and grant reports, and generate observations, findings, conclusions, and recommendations to delivered to the Community Services Director
- **Other Responsibilities**
  - Participate in internal and external meetings as required
  - Adhere to all agency, state and federal policies and regulations
  - Perform other duties as assigned

#### **REQUIRED EXPERIENCE & EDUCATION**

- Bachelor's or Master's in Project Management /Political Science /Public Policy Administration, OR an equivalent combination of education and experience
- Experience in management including: personnel and volunteer management, coaching, project planning and evaluation, risk management, and budget management
- High level project management abilities
- High level communication (written and verbal) and interpersonal skills, and a communication style that is transparent and direct. Writing skills must be top notch
- Knowledge of culturally grounded service provision to traditionally underserved populations
- Knowledge of Asian cultures, respect for all cultures, and ability to interact with diverse groups
- Ability to maintain effective relationships with staff, volunteers, community, and national partners
- Must submit to and successfully complete a background investigation
- Must have own transportation for frequent travel within the metropolitan area
- Proficiency using technology: MS Office software, databases, government
- Successfully complete a background investigation

#### **PREFERRED KNOWLEDGE, ABILITIES, SKILLS**

- Initiative, a self-starter
- Ability to prioritize demands
- Project Management Certification
- Strong familiarity with one or more Asian languages, fluency preferred

#### **SPECIFICATIONS**

- **FLSA Status:** Full-Time Exempt
- **Salary:** \$55,000+
- **Location:** Austin Texas
- **Benefits:** 100% employer paid medical, dental, and vision insurance. 401k program (up to 3% employer match). Generous Paid Time-Off (PTO, accrued semi-monthly @ 8 hrs per pay period), five (5) Floating Holidays, six (6) Official Holidays, and Comp time.
- **Hours:** Minimum of 40 hours per week, including evenings and weekend commitments
- **Required:** Valid U.S. work permit
- **Required:** Occasional use of self-insured personal vehicle
- **Required:** Valid Texas Driver's License
- **Note:** This position is subject to grant funding