**JOB DESCRIPTION**

***Language Advocate***

***11.11.2022***

**LANGUAGE ADVOCATE**

Hourly: $24.04 per hour

Status: Part-time - average of 20 hours per week

*AFSSA is seeking a Language Advocate. Reporting to the Manager of Community Education and Outreach, the Language Advocate will support the agency’s outreach efforts within AFSSA’s ten-county area service area. Outreach efforts will be focused on Asian and immigrant communities. The Language Advocate will work with AFSSA’s Outreach Team to maintain and expand relationships with congregational partners, community groups, partner agencies, and businesses that are patronized by AAPI populations. AFSSA’s goal is to reach everyone within Asian and immigrant communities, especially those that have been overlooked for service delivery because of language barriers and lack of internet access.*

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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 passionate about breaking the cycle of violence in Asian and immigrant communities. Through education, advocacy, and self-advocacy, we empower Asian survivors of sexual violence, domestic violence, and human trafficking by improving their access to services, and increasing the community’s awareness of the various forms of gender-based violence and oppression.

AFSSA supports our dedicated team of professionals by providing medical, dental, and vision insurance at no cost to our employees. AFSSA demonstrates a level of care for our employees that includes competitive compensation and PTO, and comprehensive benefits. Time-off includes up to: 104 hours of paid time off; 20 hours of Floating Holidays; and 24 hours of Official Holidays. AFSSA also 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 strength-based survivor and community services in Central Texas.*

**POSITION SUMMARY:**

Language Advocates are responsible for raising awareness of domestic violence and sexual assault in Asian and immigrant communities; building community partnerships; and developing presentations and materials that meet the needs of the community being served.

Under the direction of the Outreach Manager, the Language advocate will focus on communities where culture and language barriers, and a lack of internet access have isolated survivors of violence. This position will assist in reaching these marginalized communities.

**ESSENTIAL JOB FUNCTIONS:**

* Develop and nurture relationships with community partners (cultural groups, other direct services agencies, places of worship, Asian/immigrant-owned businesses, etc.)
* Raise awareness about domestic violence, sexual assault, and specific barriers faced by Asian/immigrant survivors through culturally grounded presentations, trainings, social media campaigns, and outreach events.
* Assess any needs for specific trainings, presentations and materials and, when appropriate, taking the lead to develop new ones.
* Uphold AFSSA’s mission to support survivors and educate the community to prevent and recognize the impact of domestic/sexual violence.
* 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.
* 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.
* Support the Community Education and Outreach team (examples: maintaining an event calendar, assessing outreach material needs, managing the AFSSA partner newsletter, publicizing events).
* Attend agency meetings as required including staff meetings and weekly community education meetings.
* Adhere to AFSSA policies and procedures.
* Perform other duties as assigned.

**REQUIRED KNOWLEDGE, ABILITITES AND SKILLS:**

* Two years of field-related experience OR equivalent combination of education and experience.
* Knowledge of Asian & immigrant cultures, respect for all cultures, and ability to interact with diverse groups.
* Demonstrated experience in facilitating/delivering trainings and presentations.
* A passion for social justice and a commitment to ending domestic and sexual violence.
* Strong oral communication skills and excellent interpersonal skills.
* Demonstrated judgment and discretion with confidential matters.
* Excellent time management, organizational, problem prevention, and problem-solving skills.
* Availability to work a flexible schedule that could include some weekends and evenings.
* Bi-lingual in an Asian language required.
* Other duties as assigned.

**SPECIFICATIONS:**

* **FLSA Status:**Part-time – average of 20 hours per week
* **Hourly:** $24.04 /hr
* **Location:** Austin, Texas
* **Benefits:**  401k program (up to 3% employer match). Paid Time-Off (PTO, accrued semi-monthly @ 4 hrs per pay period), five (5) Floating Holidays, and six (6) Official Holidays.
* **Hours:**  20 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

**OTHER REQUIREMENTS**

* Initiative, a self-starter
* Ability to prioritize demands