**JOB DESCRIPTION**

***Manager of Systems Advocacy & Training***

***11.11.2022***

**Manager of Systems Advocacy & Training**

Salary: $62,000

Status: Full-time, exempt

*AFSSA is seeking a Systems Advocacy & Training Manager. Reporting to the Director of Prevention, Education and Outreach, the Manager of Systems Advocacy & Training will lead the agency’s efforts to change the systems that hold violence in place.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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, comprehensive benefits 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 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**

Reporting to the Director of Community Services, the Manager of Systems Advocacy & Training will lead AFSSA’s efforts to change the systems that hold violence in place by:

* Building well-prepared, multi-disciplinary advocacy teams to interface with judicial system, law enforcement, and the general community;
* Leading the development and implementation of well-written strategic plans that promote the systemic change
* Creating a training program for law enforcement and the courts that expands law enforcement and judicial capacity to respond to the needs of Asian, immigrant survivors of violence by addressing the dynamics of domestic violence and sexual violence in AAPI communities, and additional barriers that AAPI survivors of violence face in accessing our justice systems. The goal is to provide a clear understanding of the barriers faced by this population of survivors, and how law enforcement and the courts can more equitably serve them.

**ESSENTIAL JOB FUNCTIONS**

* Build, manage, and supervise a team that works to end violence in Asian and immigrant communities
* Project development and management of all activities of the team.
* Coordinate and align activities of the advocacy and training arms of the team.
* Build relationships with members of local/state law enforcement, the courts, and community leaders, and maintain a database of all contacts
* Production of applicable grant reports
* Attend various agency meetings as required
* Adhere to all agency, state and federal policies and regulations
* Perform other duties as assigned

**REQUIRED EXPERIENCE, SKILLS & EDUCATION**

* Bachelors or Masters in Project Management /Political Science /Public Policy Administration, OR an equivalent combination of education and experience
* Experience in management including: personnel management, coaching, project planning and evaluation, risk management, and budget management
* Effective time management skills and quick turnaround on projects
* High level research abilities, including use of LexisNexis, Texas Legislature Online, and U.S. House and Senate legislation tracking
* Knowledge of local, state, and federal governments and how they are organized and operate
* 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

**OTHER REQUIREMENTS**

* Initiative, a self-starter
* Ability to prioritize demands
* Valid U.S. work permit
* Familiarity with one or more Asian languages (preferred)

**SPECIFICATIONS**

* **FLSA Status:**Full-Time Exempt
* **Salary:** $62,000
* **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