

Open Position: KAN-WIN Multilingual Advocacy Program Coordinator

KAN-WIN is a non-profit, community-based organization whose mission is to eradicate gender-based violence, including domestic violence and sexual assault, especially for women and children across Asian American communities and beyond through culturally competent services, community engagement, and advocacy. KAN-WIN's services include 24-hour domestic violence crisis line, case management/counseling, legal/social service advocacy, Transitional Housing and Children's program, and community education/outreach.

This is an exciting opportunity for an energetic, passionate, personable and organized individual to join our dynamic and committed team. We are looking for someone passionate about our mission of eradicating gender-based violence and empowering survivors.

The Multilingual Advocacy Program Coordinator reports to the Director of Services and Operations and works closely with the entire KAN-WIN team to develop and execute our culturally and linguistically appropriate services for survivors. This will involve following array of responsibilities:

Responsibilities:

1. Coordination of Multilingual Advocates -- 35%

- a. Develop and implement strategies for the Multilingual Advocacy Program.
- b. Recruit and train community members with language skills to become Multilingual Advocates.
- c. Supervise Multilingual Advocates to provide direct support for survivors and conduct outreach & education in the immigrant communities.
- d. Develop and maintain partnerships with community-based organizations to expand KAN-WIN's presence in the Asian American community.

2. Coordination of Hotline -- 35%

- a. Ensure KAN-WIN's 24-hour hotline's phone system is working properly.
- b. Train Multilingual Advocates and other volunteers to answer hotlines.
- c. Manage hotline volunteers and their schedules.
- d. Conduct bi-monthly hotline case review meetings.
- e. Be the point person for hotline volunteers to contact in crisis

situations.

3. Volunteer Management -- 15%

- a. Serve as the point person for communications with volunteers.
- b. Conduct orientation for new volunteers, assess their interests and assign them to appropriate teams.
- c. Maintain volunteer documentation and service hours. Provide records of volunteer hours when requested.

4. Training Organization --15%

- a. Organize 40-hour domestic violence services training and 20-hour hotline training for Multilingual Advocates and interested volunteers.
- b. Secure speakers to cover topics. Teach sessions when possible.
- c. Maintain records of all certifications issued.

Skills, Qualifications, and Attributes

- Commitment to issues concerning gender-based violence, social justice, racial equity, and Asian immigrant community.
- Bachelor's degree (required).
- Relevant experience working with survivors of gender-based violence.
- Fluency in Chinese (Mandarin) is highly preferred.
- Bilingual/bicultural highly preferred.
- Completion of 40-hour domestic violence services training is highly preferred.
- Excellent interpersonal and communication skills, both written and oral.
- Enthusiasm for developing relationships with all of KAN-WIN's constituents.
- Ability to work with individuals and their children in crisis situations.
- Knowledge of community resources available for Asian immigrants.
- Ability to track results and work within a budget

Compensation commensurate with education and experience.

Employee Benefits:

- For full-time employees, we offer PTO, self-care days and holidays; health & dental; 403(b) employer contribution.

How to Apply:

Interested candidates should familiarize themselves with KAN-WIN and the following to Heain Chung, Director of Services and Operations, at hr@kanwin.org. Please write "MAP Coordinator Applicant" in your subject line.

- Resume
- Cover letter specifically referencing qualifications enumerated above
- A list of three references

Applications will be reviewed on a rolling basis and accepted until the position is filled.