



JOB DESCRIPTION

Job Title: Multilingual Community Advocate
Supervised By: Lead – Multilingual Advocacy Program
Supervises: N/A
Classification: Exempt, Full-Time, Salary (Part-Time available)
Date: October, 2022

Organizational Summary

KAN-WIN's 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. To learn more about our programs, go to www.kanwin.org.

Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! We strongly encourage all interested candidates to apply.

Position Summary

Multilingual Community Advocate acts as a community liaison to: 1) promote awareness of gender-based violence issues & KAN-WIN's services to the community; 2) engage community in a culturally & linguistically appropriate manner to build connections and grassroots leadership; and 3) providing direct support to survivors by collaborating with the direct services team.

Responsibilities:

Survivor Advocacy

- Provide support, information and advocacy to survivors, including ongoing safety planning
- Work together with program staff to meet the needs of survivors, including possibly accompanying survivors to the hospitals and other venues and providing interpretation/translation as necessary
- Protect the confidentiality of survivors seeking services
- Help staff the 24-hour multilingual hotline and provide callers with crisis intervention, safety planning, information and referral, etc. This involves coverage during office hours and some occasional evenings & weekends.

Outreach and Education

- Outreach to community members via education and outreach to engage them at the grassroots level.
- Outreach to schools, organizations, religious organizations, and others to develop relationships and opportunities for community education about domestic and sexual violence and about KAN-WIN's programs.

- Coordinate public activities and events to enhance the public awareness of gender-based violence in Asian American Communities.

Service/Program Data Management and Reporting

- Keep service data on InfoNet & Apricot as well as Collect and maintain other relevant data for the program's service delivery and grant responsibilities (training will be provided)
- Maintain accurate, confidential timely records, reports and files

Organizational Duties

- Assists and participates in organizational activities such as fundraising and special events
- Participates in staff meetings
- Provides support for at least one non-direct services internal committee to achieve strategic organizational goals (such as planning staff retreats, DEI, staff training, etc.)
- Performs other duties as assigned or requested

Qualifications:

- Ability to speak an Asian language (Language skills in Mandarin highly preferred)
- Strong commitment to KAN-WIN's mission, values, and goals to enhance culturally & linguistically competent services and programming
- Strong willingness to develop anti-oppression political framework
- Empathetic listening and excellent communications & interpersonal skills
- Works effectively with a diverse staff and service population.
- Excellent in organizational management with the ability to develop collaborative, high-performing team and collaboratively set and achieve strategic goals
- Ability and/or eagerness to bridge cultural/linguistic/generational/educational and other differences with team members and across departments

Work Environment:

- Hybrid working environment.
- Must be based in the Chicago metropolitan area and have reliable transportation to and from KAN-WIN headquarters.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- This is a full-time position. Evening and weekend work occasionally may be required.
- Some travel to off-site locations in the Chicago metro or out-of-the-area travel area may be required.
- Valid driver's license, current insurance and reliable car.
- Workplace is a smoke- and drug-free environment.
- Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin,

citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

To Apply:

To apply, send the following to hr@kanwin.org. Please specify "Application for Multilingual Community Advocate" in subject line, and attach the following materials:

- Resume
- A list of three references