



## JOB DESCRIPTION

<b>Position:</b>	<b>CCOS Project Specialist</b>
<b>Reports to:</b>	Capacity-Building Program Manager
<b>Status:</b>	Temporary, Part-time, Hourly, Non-exempt
<b>Hours:</b>	20 hours per week
<b>Salary:</b>	Range, Dependent on Experience
<b>Benefits:</b>	Temporary employees not eligible
<b>Travel:</b>	Some statewide may be required

**POSITION SUMMARY:** Under the guidance and direction of the Capacity-Building Program Manager, the CCOS Project Specialist is responsible for leading and implementing the Partnership's CCOS Project and related technical assistance efforts.

### PRIMARY RESPONSIBILITIES:

1. Lead and implement Cultural Competency Organizational Self-assessment (CCOS) Project following organizational policies and procedures, programmatic standards, grant deliverables and contract compliance guidelines
2. Develop and guide implementation of CCOS Project work plans and timelines including, but not limited to:
  - a. Collaborate with project partner, *jdcPartnerships*, on project implementation and fulfillment of shared deliverables
  - b. Liaise with IT contractors to design, launch, implement and update online organizational assessment tool
  - c. Draft, collect input, edit and finalize project materials
  - d. Coordinate translation of project materials and implement other strategies to maximize accessibility of tool and resources
  - e. Conduct outreach to identify organizations to participate in soft-launch of CCOS tool; work with them to provide technical assistance, gather their feedback and incorporate improvements
  - f. Collaborate with project partners to develop project marketing plan and implement communication strategies
  - g. Respond to requests for information and technical assistance from those contacting our Help Desk, and provide support to organizations interested in CCOS tool (i.e., technical assistance in navigating online tool as well as subject matter expertise)
  - h. Update and refine Consultant Directory and technical assistance resources
  - i. Prepare data collection plan to document product demand and utilization; implement data collection efforts; compile and report results

3. As assigned, support the Partnership's broader efforts to advance culturally-responsive policies and practices including, but not limited to:
  - a. Contribute relevant content to the Partnership's online resource library
  - b. Collaborate with Partnership colleagues to facilitate the sharing/dissemination of information, tools, resources, sample policies and promising practices through listservs, online forums and other networking groups
  - c. Develop, deliver and disseminate training curricula and materials on culturally-responsive subject areas
  - d. Contribute to the Partnership's educational offerings (e.g., statewide conferences and webinars, regional workshops, on-site training sessions with local programs)
  - e. Participate in dialogues, trainings and other assigned activities regarding cultural responsiveness, promising practices and emerging strategies
4. Prepare and submit regular program updates to Supervisor
5. Work with Supervisor and other personnel on:
  - a. Preparation and submission of contract deliverables and proposals
  - b. Maintaining communication with funding agencies and personnel regarding project activities and contract deliverables
  - c. Responding to specific requests from funding agencies and other organizations
6. Adhere to and promote the Partnership's Vision, Mission, Guiding Principles of Unity, and Cultural Competency Standards
7. Contribute to a positive and productive work environment
8. Act professionally and in a manner which appropriately represents the Partnership
9. Carry out other duties as assigned

### **MINIMUM / DESIRED QUALIFICATIONS:**

#### Education and Experience:

1. Bachelor's degree in related field or equivalent experience
2. Minimum of two years of experience in a non-profit setting, preferably involving domestic violence, sexual assault, women's rights, social justice or similar organizations
3. Experience delivering capacity-building strategies including, but not limited to: assessing needs, providing technical assistance, planning and executing educational offerings, preparing written materials and programmatic guidance

#### Required Skills, Knowledge and Abilities:

4. Understanding of issues related to domestic violence, anti-oppression and cultural competency
5. Extensive knowledge of culturally-responsive approaches and best practices
6. Bilingual skills desired
7. Excellent organizational and time-management skills
8. Ability to be self-directed, and to work collaboratively within a team and across disciplines/organizations
9. Proficiency in word processing, spreadsheet, data collection, presentational and internet applications, including Microsoft Office programs

10. Access to reliable transportation and ability to travel as needed to complete job duties;  
valid driver's license and proof of auto insurance required

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Employee

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Date

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Supervisor

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Date

*The California Partnership to End Domestic Violence is an equal opportunity employer and makes employment decisions on the basis of merit. The Partnership desires to have the best available person in every position. Organizational policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. Organizational policy also prohibits unlawful discrimination based on the perception or an association with a person having any of the above characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and against organizational policy.*

*The Partnership is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the organization and prohibits unlawful discrimination by any employee of the Partnership, including Supervisors and co-workers.*

*The Partnership has a policy of encouraging diversity in the workforce. Employee diversity maximizes the talented pool of the organization and is an important component of the management workforce of the organization. Employees, as well as Members benefit from the organization's policy on diversity because employees work in a dynamic environment where many different views are considered and respected. The Partnership serves the information needs of widely different communities in California and is committed to cultivating a diverse workforce that represents many backgrounds.*

*This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination and all other privileges, terms, and conditions of employment.*