



## **JOB ANNOUNCEMENT**

***Position Closes: August 14, 2015***

**Position:** Project Specialist  
**Status/Hours:** Temporary, part-time; hourly; non-exempt  
**Wage:** Range; dependent on experience

### About the Organization

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing over 1,000 advocates, organizations and allied groups. With offices in Sacramento, the Partnership's diverse membership spans the entire state. Through our public policy, communications and capacity-building efforts, we align prevention and intervention strategies to advance social change.

The Partnership believes that by sharing expertise, advocates and policy-makers can end domestic violence. Working at the state and national levels for nearly 40 years, the Partnership has a long track record of successfully passing over 200 pieces of legislation addressing domestic violence. Every day we inspire, inform and connect all those concerned with this issue, because together we're stronger.

For more information, visit [www.cpedv.org](http://www.cpedv.org).

### About the CCOS

The Cultural Competence Organizational Self-assessment tool (CCOS) is an online instrument designed to assist organizations in assessing their readiness to strengthen their ability to provide effective services and supports that are culturally-relevant.

Application of the CCOS tool and subsequent capacity-building are intended to support organizations having more effective and sustainable programs, which provide domestic violence services that reach and serve diverse community needs. The CCOS assessment will support agencies to:

- Deepen insights as to the way in which culturally-relevant practice is being weaved throughout the organization;
- Provide a snapshot of the organization with regard to where it is on a developmental continuum for which there is no end-point; and,
- Help organizations understand their strengths as well as identify areas that may benefit from attention and improvement.

The CCOS tool is deliberately designed to allow any organization to self-facilitate its' use, engage in reflection, and identify strengths and areas for attention.

### About the CCOS Project Specialist Position

In order to launch this CCOS project, the Partnership has an opening for a temporary, part-time **Project Specialist** in our Capacity Building team. Ideally working in the Sacramento office with the possibility of working remotely for the right candidate, this position is responsible for leading and implementing the CCOS Project:

- Collaborating with project partner, *jdcPartnerships*, on design and launch assessment tool
- Liaising with IT contractors to build and trouble-shoot online instrument
- Coordinating project launch, promoting tool and documenting utilization
- Providing technical assistance and supports to organizations utilizing CCOS tool

*CCOS Project Specialist is presently planned as a temporary (August, 2015 – June, 2016), part-time (20 hours/week) position.*

### **MINIMUM / DESIRED QUALIFICATIONS**

#### Education and Experience:

- a) Bachelor's degree in related field or equivalent experience
- b) 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
- c) 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:

- d) Understanding of issues related to domestic violence, anti-oppression and cultural competency
- e) Extensive knowledge of culturally-responsive approaches and best practices
- f) Bilingual skills desired
- g) Excellent organizational and time-management skills
- h) Ability to be self-directed, and to work collaboratively within a team and across disciplines/organizations
- i) Proficiency in word processing, spreadsheet, data collection, presentational and internet applications, including Microsoft Office programs
- j) Access to reliable transportation and ability to travel as needed to complete job duties; valid driver's license and proof of auto insurance required

**INTERESTED APPLICANTS SHOULD  
SUBMIT COVER LETTER & RÉSUMÉ DEMONSTRATING QUALIFICATIONS  
BY AUGUST 14, 2015 TO: [jobs@cpedv.org](mailto:jobs@cpedv.org)**

The Partnership is an equal opportunity employer.