



Administrative Director

Full Time – Exempt (40 Hrs.)

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence and sexual assault. CPAF's multi-lingual and multi-cultural services include a 24-hour hotline, short term and long term shelters, counseling, case management, and supportive services. CPAF also provides violence prevention programs, outreach, education and advocacy on the issues of family violence and violence against women, focusing on the Asian and Pacific Islander community.

CPAF is a community based organization that draws from multiple disciplines to holistically serve individuals and families of many different sizes and cultural backgrounds. Staff work in environments where children are present and may be called upon to provide support as needed.

Summary Statement:

Under the direction of the Executive Director, and with the support of the Administrative staff, the Administrative Director is responsible for developing and growing organizational infrastructure and workforce to ensure CPAF's resources are managed efficiently and effectively. This includes oversight of one community center, two shelters with offices, and two satellite sites. CPAF will be relocating its community center within the next two years.

Duties and Responsibilities:

Facilities Planning: Works closely with Board of Directors and staff to develop and implement short and long term facilities plans that enhance access to CPAF services and raise organization's visibility in the community. Keeps abreast of industry trends and ensures agency comply with relevant laws and regulations.

Operations: Responsible for enhancing operational infrastructure for safe operation of shelters and offices in scattered sites, including developing policies and procedures for effective and safe operations; training staff and volunteers on safe operations; overseeing facilities repairs, maintenance and remodel; managing the acquisition, use and inventory of all equipment, furnishings and supplies; managing data and record collection and storage and maintain corporate documents; keep abreast of industry trends, laws and policies and ensure compliance with all regulatory and contractual requirements; liaisons with funders during administrative audits related to operations.

Information Technology (IT): Responsible for managing information technology (IT) of computer systems, communications systems and databases for and between all sites; manage the acquisition, use and inventory of all associated equipment; develop IT policies and procedures; provide necessary trainings to staff; keep abreast of industry trends.

Risk Management: Works closely with directors and site leads to assess and manage organization's risk and insurance needs, enhancing and overseeing organizational infrastructure to minimize risk, training and preparing staff and residents for emergencies and disasters; and obtaining appropriate levels of insurances. Receives and manages grievances, complaints, and claims against CPAF.

Human Resources: Works closely with the Board of Directors and staff to develop the short and long term recruitment and retention plans to build an effective and sustainable workforce. Works closely with the organization's supervisors to ensure personnel administration is fair and consistent, including in the recruitment, hiring, evaluation, discipline and termination of employees, and trains supervisors on HR matters and new regulations. Oversees staff development and training; updates and implements personnel policies and procedures; oversees all work study, independent contractor and other consultant agreements. Works closely with the Fiscal Director to manage personnel data and records; administer benefits; and onboard/offboard new/terminating staff. Keep abreast of industry trends, laws and policies and ensure compliance with all regulatory and contractual requirements; liaisons with funders during administrative audits related to HR.

Supervision: Responsible for staffing, training, and supervising administrative team. As part of the senior management team of CPAF, may be asked to lead other teams and staff when there are gaps leadership and/or in times of transition.

Teamwork: As part of the senior management team at CPAF, the Administrative Director participates in board support and development, leads in organizational development, mentors staff in other teams, fills leadership gaps, represents the organization in various settings, and supports fundraising activities. In addition, provides general support asked of all staff which may include: responding to emergencies, providing hotline or site coverage, providing translation, maintaining a functioning office.

Qualifications: The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

General

- Committed to eliminating intimate partner violence, sexual abuse, and family violence; practices non-violence including non-corporal child discipline.
- Understands and is aligned with CPAF's organizational values.
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.). Bilingual in an Asian or Pacific Islander language preferred.
- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search.
- Must have access to reliable transportation to and from work.

Job Execution

- *5+ years nonprofit management experience strongly preferred;*
- *Experience with HR management and understanding of HR law preferred;*
- *Experience with contract management or legal training preferred;*
- *Understanding of risk management and benefits preferred*
- *Well-organized, self-directed, detailed-oriented and excellent follow-through.*
- *Able to work collaboratively in a flexible, evolving environment*
- *Committed to eliminating family violence and violence against women.*
- Able to effectively and efficiently address crises and problem-solve with open communication
- Demonstrate excellent communication skills, both written and oral.
- Must complete 65-hour domestic violence/sexual assault certification training within six/twelve months of employment.
- Must have driver's license and use own vehicle or agency vehicle to perform duties, or have access to reliable alternative transportation to perform duties.

Interested parties please submit cover letter and resume to hr@cpaf.info. Please state which position you are applying for and where you saw our posting. No phone calls please.

Center for the Pacific Asian Family (CPAF) is an Equal Opportunity and Affirmative Action Employer and does not discriminate against any employee or applicant on the basis of race, age, gender identity, color, religion, national origin or ancestry, sexual orientation, citizenship, marital status, disability, political affiliation or belief, veteran's status, or any other characteristic protected by applicable federal, state or local law. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.