

Center for Domestic Peace
ManKind Program Administrator
JOB ANNOUNCEMENT

Job Title:	Temporary ManKind Program Administrator, Bilingual Preferred
Hours:	Part-time, 12-18 hours per week varies M-F 9-5
Compensation:	\$26.44 per hour
Overtime:	Non-Exempt
Benefits:	Vacation, medical coverage, sick leave, holidays, retirement pay
TO APPLY:	COVER LETTER AND RESUME REQUIRED
LOCATION:	San Rafael, California
STATUS:	Non-Exempt
Union:	Yes, with membership dues
Start:	Immediate

* A training range of \$2,500 - \$5,000 less per annum may be offered for up to six months for applicants who do not meet the minimum requirements.

CENTER FOR DOMESTIC PEACE (C4DP) is a non-profit community organization, in existence now for 45 years, working at the county, state, and national level to end domestic and dating violence. C4DP serves women, men, and youth who have been, and/or who are at risk of being, abused and or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotline; emergency shelter; transitional housing; support groups; legal advocacy; therapy and case management; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification.

OVERVIEW

ManKind supports men to stop domestic violence by providing a 52-week certified batter intervention program. C4DP offers six online classes via ZOOM. Men's violence against women creates a devastating impact on their partners, families, and community. Domestic violence can be a serious crime and is the most frequent violent crime in Marin County. The ManKind Program Administrator will support the ManKind Facilitator and assist participants with enrolling in weekly online ManKind classes to address domestic violence, while managing communications with Marin County Probation. This position reports directly to the Emergency Services Program Director.

PRIMARY JOB RESPONSIBILITIES:

1. Respond to ManKind telephone inquiries and complete intakes for the ManKind program M-F, 9-5.
2. Ensure completion of digital consent forms.
3. Manage the Mankind Administrator Zoom Account, program webinars, adjust settings, troubleshoot errors with Customer Service.
4. Track class attendance for adherence to contract and ensure all attendance data, fees and intakes are entered into Salesforce.

5. Complete weekly attendance reports and progress reports as needed for Marin County Probation.
6. Monitor and manage participant payments on Give Direct.
7. Support ManKind staff with administrative support as assigned.
8. Handle confidential financial records and materials.
9. Maintain and exercise cultural awareness and sensitivity to diversity.
10. Ability to have a flexible schedule.
11. Attend department and all other required meetings.
12. Other duties as assigned.

REQUIREMENTS:

Experience and Abilities:

1. Completion of a certified domestic violence counselor training course. May be completed after hire, preferred.
2. 1-2 years' experience conducting program intakes and tracking attendance and fees.
3. Intermediate tech skills including Excel, Microsoft Office Suite, Google Forms, Asana, and Zoom platforms.
4. One or more years' experience with data entry, preferably Sales Force
5. Excellent written and oral communication skills.
6. Excellent work habits, adherence to program protocols and maintenance of professional boundaries.
7. Knowledge of, and alignment with, the battered women's justice movement perspective on batterers, abused and at-risk women, youth, and children, and progressive movements to end violence against women.
8. Availability to work in the evening and weekends.
9. Criminal justice clearance and fingerprinting as required by C4DP.
10. Valid California driver's license, auto insurance, and vehicle required.
Resourcefulness, flexibility, self-motivation, and ability to inspire enthusiasm and participation.

**CENTER FOR DOMESTIC PEACE IS AN EQUAL OPPORTUNITY & AFFIRMATIVE
ACTION EMPLOYEE**

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion and training.

To apply: Please email resume and cover letter to:

Simone Arana
Emergency Services Program Director

mkjobs@c4dp.org

No phone calls please