

Center for Domestic Peace
SECOND STEP BILINGUAL ADMINISTRATOR
JOB ANNOUNCEMENT

Job Title:	Second Step Bilingual Administrator
Hours:	Part Time 20 hours per/week
Compensation:	\$26.94 hourly (includes Bilingual Premium)
Status:	Non-Exempt/Union
Benefits:	Vacation, medical coverage, sick leave, holidays, retirement pay
Start:	Immediately

CENTER FOR DOMESTIC PEACE is a non-profit organization, in existence now for 45 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (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 hotlines; emergency shelters; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification.

SUMMARY

Second Step provides 21 units of transitional housing with comprehensive supportive housing services for domestic violence survivors and their children. Supportive housing services include participation in a dedicated on-site Economic Empowerment program, designed to increase resident's economic self-sufficiency that includes educational classes such as how to start and run a business. Second Step also offers case management, individual counseling, support groups, crisis intervention, skill-building workshops, and assistance securing long-term permanent housing.

The ideal candidate for this position is an energetic individual with proven administrative skills and the ability to work collaboratively within a team. The Bilingual Administrator will work with transitional housing applicants and residents to ensure that they have everything that is required to qualify for and participate effectively in the program. They will support residents with completing housing packets and intakes, digital access to required documents for securing their permanent housing and accessing participant funds. They will assist the Second Step team with obtaining releases of confidentiality, entering data in Salesforce and other administrative responsibilities as requested.

PRIMARY JOB RESPONSIBILITIES

1. Provide administrative support to the Second Step team, including Program Director and Economic Empowerment Specialist.
2. Coordinate schedules, classes, workshops, and groups for residents.
3. Track resident participation and assist with outreach to increase participation.
4. Assist residents preparing and applying to Second Step.
5. Assist residents with permanent housing searches, applications, and intake forms; ensure eligibility.
6. Facilitate connection and communication with residents and landlords.

7. Follow up with landlords/collaborators to increase/maintain collaboration.
8. Increase resident capacity and completion of digital consent forms.
9. Welcome new residents with orientation packets.
10. Maintain program record-keeping in accordance with funding requirements.
11. Assists with disbursement of flexible financial assistance for residents.
12. Helps expand range of housing options for residents.
13. Oversee provision of referrals for housing and other community resources.
14. Contributes to collection and input of data needed for progress reporting.
15. Maintain and exercise cultural awareness and sensitivity to diversity.
16. Ability to have a flexible schedule.

REQUIREMENTS

1. 1-2 years' experience providing tech training and support to beginner tech users.
2. 1-2 years' experience conducting program intakes and maintaining communication with participants concerning their needs and the needs of their children.
3. Intermediate to advanced tech skills including Excel, Microsoft Office Suit, Google Forms, Asana, and Zoom platforms. One or more years' experience with Salesforce data entry.
4. Bilingual English and Spanish skills, written and verbal.
5. Certified Domestic Violence Counselor including completion of 40 Hour Domestic Violence Advocate Training (may be completed after hiring).
6. Excellent written and oral communication skills.
7. Familiar with mental health and other resources for domestic violence victims and their children in Marin County.
8. Excellent work habits, adherence to program protocols and maintenance of professional boundaries.
9. 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.
10. Demonstrated cultural awareness skills with the ability to build a common agenda.
11. Availability to work in the evening and weekends.
12. Criminal justice clearance and fingerprinting as required by C4DP.
13. Valid California driver's license, auto insurance, and vehicle required.

CENTER FOR DOMESTIC PEACE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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

TO APPLY: Submit resume with a cover letter to:

Transitional Housing Services Director at Center for Domestic Peace
734 A Street, San Rafael, CA 94901
Or email to eaguado@c4dp.org

No Phone Calls Please