

**Title: Communities Against Domestic Violence (CADV) Program Director**

Boat People SOS (BPSOS) is a national Vietnamese-American community-based organization with 43 years of service and 6 branch offices across the U.S. We are looking for a Program Director, who will manage the CADV programs nationally. The Program Director will work closely with program staff and other community partners to implement CADV programs across the nation.

Our CADV program began in 2002 with the goal is to end violence against women and girls in our communities. We understand that violence happens at an internalized, interpersonal and institution level, and to end violence, we must be creative in how to support direct victims, while supporting and building a base of survivor advocates and organizers in order to effect change both the community and policy level. This program provides services domestic violence and sexual assault victims and survivors across the life span by providing advocacy, outreach, referral, direct services and support services to victims/survivors and their families. Our program extends across the nation: including Atlanta, GA; Houston, TX; Gulf Coast (Bayou La Batre, AL, and Biloxi, MS), and Falls Church, VA. We are seeking a motivated, dedicated, and humble individual to lead this program into its third decade.

The Program Director will be supported with legal expertise from the Staff Attorney, program staff, and administrative support from the COO at BPSOS. This person will also be responsible for the management and development of domestic violence advocates/case managers who are on the ground working at each of the local sites.

**Salary:** Negotiable, depending on experience and qualifications, plus benefits.

**Responsibilities:**

1. Oversee all aspects of program implementation, including budget control, flow of casework, compilation of data, and production of monthly activities and financial reports for submission to proper funding agencies;
2. Work with the local CADV Program Manager to develop program procedures, forms, manuals, training curriculum, and other materials to maintain consistency and standardization at all offices;
3. In collaboration with Branch Managers and program staff, coordinate activities at branch offices such as conducting community outreach activities, organizing workshops, seminars and trainings, and disseminating programs;
4. Form and maintain partnerships with local community-based organizations, faith-based organizations, and service providers;
5. Provide technical assistance and training on Domestic Violence subject matter to programs at branch offices;
6. Spearhead fund development efforts by working with Fund Development team in order to develop long-term strategic initiatives for program, branch staff to help develop strategic plan for program sustainability and advancement at various field offices, to write, prepare and advise on grant proposals;
7. Collect and track performance measurements on a monthly basis;
8. Work with Finance team in order to maintain budgetary responsibility for program on national level.

**Requirements:**

1. Master's degree in counseling, psychology, or social work, or at least 5 years equivalent experience;
2. Strong communication skills and ability to write reports and develop training and presentation materials;
3. Strong computer skills;
4. Good public speaking skills;
5. Must be willing to travel to various local sites in order to do technical assistance, training, and monitoring of work in partnership with local branches where CADV exists.

**Location:** National

**To apply:** Send the cover letter, resume and list of three professional references to: [HR@bpsos.org](mailto:HR@bpsos.org)

***BPSOS is an equal opportunity employer!***