



TITLE	OVW Rural Grant Program Specialist
STATUS	Full Time; Non-Exempt
SUPERVISOR (Reports to)	Executive Director
STANDARD WORK HOURS PER WEEK	40 Hours (4 days a week as scheduled)
SALARY RANGE	\$35,000- \$40,000
FUNDED	OVW Rural Grant Award 2020-WR-AX-0072

Job Summary: American Samoa Alliance against Domestic & Sexual Violence, is an active non- profit organization with a mission to empower individuals and communities in American Samoa. We start many discussions, and activities focused on strengthening services to survivors of domestic violence and sexual assault in American Samoa. We encourage our community to unpack cultural and personal beliefs to address domestic & sexual violence in our community to promote collaboration and build resiliency. This project will focus on Fa’afafine survivors in Rural communities. This position does not provide direct services to survivors, but rather works to create systematic and societal change to improve the response to survivors across the territory.

Primary Responsibilities:

1. Responsible to identify and recruit stakeholders for the Rural Grant Project. Will be responsible to prepare recruitment campaign, using social marketing strategies to engage the Fa’afafine communities and providers of social services.
2. Be able to identify, research or create a culturally appropriate needs assessment tool to inform the development of training for the Rural Project.
3. Must be familiar in developing training techniques and curricula that addresses or identifies needs and gaps for the Rural Project.
4. Be familiar in evaluation processes to ensure that evaluation aims were implemented and provide recommendations for use of resulting data.
5. Have strong project planning skills to effectively coordinate (i.e., good communication, interpersonal skills, motivational skills and be highly organized) for project implementation and evaluation.
6. Must be familiar with gender-based violence to encourage the conversations on domestic violence in village and community settings.

Skills/Abilities Preferred:

- Excellent interpersonal skills, including demonstrated ability to: (1) Work cooperatively and effectively with other staff, community-based service providers and other professionals (2) work independently and as part of a team (3) treat all people with a respectful attitude (4) accept, act upon and offer constructive criticism
- Understanding of non-profit federally funded, grant reporting and grant funded organizations.
- Working knowledge of not-for profit management and sound financial practices.
- Ability to conceptualize, implement and evaluate new projects.
- Has some research background, understanding data collection processes (i.e., focus groups, survey development, etc.)
- Exceptional planning, and organizational skills.
- Understanding of feminist philosophy.

-
- Familiarity with the needs of domestic/sexual violence programs in American Samoa.
 - The ability to consider many factors when managing complex situations.
 - A restorative nature to identify problems, find solutions, with the intent to be inclusive, promoting diversity, and anti-oppression work.
 - Samoan fluency highly preferred.

Education/Work Experience:

- Bachelor's degree or degree in Sociology, social work, or related field or two (2) years of experience working with survivors of sexual assault or domestic violence.

Additional Employment/Application Requirements

Benefits:

Paid health and vacation days; Workmen's Compensation.

Working Conditions:

The selected individual will be working both indoors and outdoors, which may include working in spaces with excessive humidity, noise, or working near others. The position may require travel to meetings throughout the island and possibly to outlying islands, periodically. They may also be required to travel to meetings throughout the states and in various locations around the world periodically. They must be able to secure reliable transportation, including driver's license and proof of insurance, if necessary, when travel is required.

They may be required to work some evenings and weekends based on organization's demand as well as a flexible work schedule to allow for work outside of regular business hours (7am- 6pm, 4 days a week). They may experience occasional stress due to multiple demands of the position. They will be required to wear ASADSV provided uniforms when necessary.

Physical Demands:

The selected individual may spend long hours standing during program/project sessions. They will be using office equipment and computers which can cause muscle strain. Standing or sitting for long periods, bending, stooping, occasional lifting, walking, climbing stairs; generally normal office conditions are to be expected. They will be required to pack and carry all equipment required for program/project sessions that may be light or heavy (over 25 lbs.).

Environment Conditions:

The incumbent is in a busy, open area office. The incumbent is faced with constant interruptions and must meet with others on a regular basis. The incumbent must be able to work in fast-paced, cooperative environment.

Confidentiality:

Due to clients who seek assistance at the Alliance, our office provides a safe space for individuals to gain assistance regarding sensitive information in relation to their needs. The Alliance promotes a trauma free workplace and encourages "safe communications" among employees who may share highly sensitive information. This is done in confidence and they have the right to expect that staff will respect their privacy and act appropriately. All staff members are directed under the Employee Handbook to be committed to confidentiality in the workplace.

Agency Responsibility:

The American Samoa Alliance against Domestic and Sexual Violence strives to help the community be diverse and inclusive, promoting anti-oppression work, to strengthen families. We uphold the mission and vision of the Alliance, while fostering change in our economic, social

and political systems. All staff members are expected to further their personal capacity to foster an environment of cultural inclusivity and sensitivity that is the foundation for the work.

Equal Employment Opportunity:

ASADSV is an equal opportunity employer. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based upon a person's race, color, religion, sexual orientation, sex, national origin, or disability status. Applicants from traditionally underrepresented communities are strongly encouraged to apply.

To Apply:

Send cover letter, resume, references, and sample PowerPoint presentation to Jennifer Tofaeono, Executive Director, at asadsv@gmail.com. Cover letter should include the title of the applicable position. Cover letter should specify experience with sexual and domestic violence advocacy as well as knowledge of intersections of oppression and underserved communities. As only serious applicants or qualified applicants who meet the preferred requirements will be considered, the position is open until ideal candidate is identified. All applications will be retained for a period of 6 months.

Qualified applicants will be offered the opportunity to interview. The interview process consists of a Panel Q&A session and a writing sample session.