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| TITLE                        | Program Manager      |
| STATUS                       | Full Time Employee   |
| SUPERVISOR (REPORTS TO)      | Executive Director   |
| STANDARD WORK HOURS PER WEEK | 40hrs                |
| SALARY RANGE                 | \$38,000 to \$42,000 |
| FUNDED                       | Rural Grant Project  |
| DATE JD CREATED              | 11/20/2023           |

### **Job Summary:**

American Samoa Alliance against Domestic & Sexual Violence, “aka Alliance” is an active nonprofit 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 focuses on Fa’afafine survivors, and survivors in Rural communities. This position coordinates advocacy services for the Fa’afafine community. The individual will have Domestic Violence Sexual Assault prevention experience in the community to manage the grant objectives and deliverables. 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.

**Responsible to:** Executive Director

**Supervises:** Administrative Assistant, Rural

### **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 community and providers of social services.
2. Will participate with Executive Director and Consultant to help design training Curricula.
3. Will help to recruit and train community-based advocates, and service providers.
4. Will be responsible to oversee advocate outreach.
5. Will help develop and establish the Resource Center to be used by Fa’afafine Community to create a safe environment to facilitate access to and liaison with service providers.
6. Be able to identify, research or create a culturally appropriate needs assessment tool to inform the development of training for the Rural Project.
7. Must be familiar in developing training techniques and curricula that addresses or identifies needs and gaps for the Rural Project.
8. Be familiar in evaluation process to ensure that evaluation aims were implemented and provide recommendations for use of resulting data.
9. Have strong project planning skills to effectively coordinate (i.e., good communication, interpersonal skills, motivational skills and highly organized) for project implementation and evaluation.

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10. Must be familiar with gender-based violence to encourage the conversations on domestic violence in the villages, or community settings.
  11. Must work closely with Finance Administrator, and Executive Director to manage the budget for the Rural Project, to monitor spending is staying within the budget.
  12. Develop and oversee planning and processes of the project. Analyze budget spending and work closely with Executive Director, Finance Administrator to analyze budget spending.
  13. Help Executive Director, and Finance Administrator to analyze proposed plans and find alternatives if the projected results are unsatisfactory.
  14. Responsible for managing the relationship and communication with the client and all stakeholders, (S.O.F.I.A.S Organization) ensuring the project is delivered to their satisfaction.

Yellow, Red, Blue

**Skills Preferred:**

- Excellent Verbal, written, and organizational skills.
- Computer literacy and proficiency with MS Office (word, Excel, PowerPoint), social media applications (i.e., YouTube, Facebook, Instagram, operational programs, Constant Contact, Zoom, Anchor).
- Understanding of domestic and sexual violence issues, dating violence, stalking, program service provision, and commitment to ending violence.
- Understanding the issues of cultural diversity related to domestic and sexual violence intervention as well as in the context of social change work, and the daily work environment.
- Ability to adapt to changes in work duties, processes, and technologies.
- Must be responsible, reliable, professional, punctual, and flexible.
- A personal understanding of the opportunities and challenges facing the Fa'afafine Community and a passion for work that results in the Alliance.
- Strong interpersonal skills with proven conflict resolution and negotiation skills.
- Excellent relationship-building qualities and comfort in connecting with community leaders, stakeholders, partners, and SOFIAS - to connect marginalized communities to services and empowering them to become effective self-advocates.
- Expertise using Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher), SurveyMonkey, navigating the internet, and fluency with current technology and training tools.
- Ability to read, write, and speak Samoan preferred.
- Ability to work independently as well as collaboratively with co-workers who have a diverse range of communication styles and approaches to program planning in a highly interactive and highly productive work environment.
- Ability to manage time, evaluate progress, and adjust activities to complete assignments within established timeframes.

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- Years of experience on Managing staff and leading, and coordinating projects, or years of related experience that reflects an understanding of the opportunities and tasks for the rural project.
  - Strong project management, organization, time-management and multi-tasking skills; adept at prioritizing workload to meet deadlines/goals.
  - Excellent personal and verbal communication skills: a professional and friendly style, polite and polished in person, on the phone, and via email.
  - Experience working in a non-profit environment.
  - Understanding of the role the Alliance plays in eliminating domestic and sexual violence, and empowering domestic and sexual violence survivors in the Fa'afafine community.
  - Access to reliable transportation to travel as needed to complete job duties, valid driver's license.
  - Reliable transportation, clean driving record, and ability to drive in all weather conditions.

**Education and Experience:**

- MA Degree in Education, Communications or related humanities field with 4 years' work/volunteer experience; or 8 years equivalent work and/or volunteer experience.
- Curriculum development and community organizing/outreach experience preferred.
- Experience in social change advocacy preferred.
- Being a survivor is considered experience.

**Benefits:** Vacation Days, Workman's Compensation.

**Special Demands:**

1. Willingness and ability to travel with occasional overnight stays.
2. Must be able to secure reliable transportation, including driver's license and proof of insurance, if necessary, when travel is required.
3. Flexible scheduling to allow for work outside of regular business hours (7am- 6pm, 4 days a week) as requested by the Executive Director.
4. Ability to work in fast-paced, cooperative environment.

**Working Conditions:**

The JOB TITLE will be working both indoors and outdoors, which may include working in spaces with excessive humidity, noise, or working near others. They may be required to travel to meetings throughout the states, in various locations around the world periodically. They may be required to work some evenings and weekends based on organization's demand. They may experience occasional stress due to multiple demands of the position. They will be required to wear ASADSV provided uniforms when required.

**Physical Demands:**

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The JOB TITLE will spend long hours standing during Training 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 training 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.

**Confidentiality:**

Due to the 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.

**Certification:** I certify that I have read and understand the responsibilities assigned to this position. And that this job description is an accurate description of the responsibilities assigned to this position.

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Print Name/Signature

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Date

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