



## Job Description

Radiant Futures is an equal opportunity employer

<b>Job Title</b>	Asian/ Pacific Islander (API) Outreach Specialist	
<b>Reports to</b>	Community Services Manager	
<b>FLSA, Pay</b>	Non-exempt: Full time	Rate: \$24/hour

## Agency Overview

Originally founded as Women’s Transitional Living Center (WTLC) in 1976, Radiant Futures is the oldest domestic violence program in Orange County and the third oldest in the nation. Originally established as an emergency shelter, Radiant Futures has since evolved into a multiservice organization dedicated to ending the cycle of violence through a trauma-informed, survivor-driven approach. Today, we are equipped to respond to the nuanced needs of survivors of both domestic violence and human trafficking, and we continue our tradition of evolving to meet their needs through the constant pursuit of innovative programs and evidence-based best practices.

Our programs fall under three major categories: Bridge Housing, Supportive Services, and Community Education and Advocacy. Through our three-fold approach, Radiant Futures strives to meet the needs of survivors of any gender, their children, and survivors often not served by other programs. Uniquely tailored to the needs of survivors and their families, our programs are rooted in the understanding that there is no one-size-fits-all approach to safety, recovery, and self-sufficiency.

## Position Summary

Under the supervision of the Community Services Manager, the API Outreach Specialist is responsible for assisting in the development and coordination services targeted towards members of the Asian-American/ Asian/ Pacific Islander (API) Communities. The API Outreach Specialist is responsible for advocacy, outreach, and education on domestic violence and human trafficking issues existing within the API community. Utilizing a trauma informed care approach, the API Outreach Specialist is responsible creating and enhancing partnerships between Radiant Futures and organizations that predominantly the API community, developing outreach and educational material with cultural awareness, and working with other community resources in meeting participants' service needs.

# Essential Duties

## Primary Responsibilities:

- Assist with the development of protocols for responding to domestic violence and human trafficking survivors that are members of the API community.
- Provide consultation and outreach materials for partners and service provider agencies who work with API populations.
- Assist in the development of educational programs to support the API community in identifying domestic violence and human trafficking support available to them.
- Build partnerships with organizations serving the API community to understand how to provide and enhance services to those communities.
- Monitor progress of the program, implement strategic changes to problem solve barriers and ensure measurable outcomes are met
- Work in collaboration with other Radiant Futures staff to ensure appropriate coordination of services for participants
- Maintain current, thorough knowledge of issues pertaining to the API community in regards to domestic violence and human trafficking, including other interrelated issues needed to provide trauma-informed, survivor-driven advocacy
- Complete and maintain records that document services provided, and other statistical information, inputting accurate data into the organization's database (Apricot)
- Provide educational and prevention opportunities for other individuals, groups, and organizations in the community
- Participate in the planning and/or provision of community events, fairs, and other events
- Work with a diverse population and provide culturally sensitive advocacy
- Develop and facilitate community prevention education trainings and presentations
- Engage with people at resource fairs and community outreach events
- Connects community residents with Radiant Futures' services
- Outreach to survivors through law enforcement advocacy calls
- Network with schools, businesses, faith-based communities, and service-providers to provide trainings and presentations
- Assist with translation of marketing and outreach and presentation materials
- Assist Radiant Futures' advocates with providing culturally aware services to participants of the API community as requested

## Other:

- Adheres to the highest ethical and professional standards
- Attends any required meetings, conferences, and events as needed
- Performs other tasks as assigned
- Provide support to all other program staff, as needed

# Qualities & Qualifications

## Qualities:

- Possesses a strong commitment to the mission, policies, goals, and values of Radiant Futures
- Possesses a strong commitment to the self-reflection and interpersonal work needed to create an inclusive environment
- Results and solution-oriented
- Able to work independently as well as within a team; set and achieve high performance goals and meet deadlines in a fast-paced work environment
- Demonstrated ability to exercise good judgement and maintain confidentiality
- Creative thinker, joyful collaborator, self-starter, and detail-oriented
- Willingness and ability to travel to meetings, events, and other Radiant Futures events

## Qualifications:

- Bachelor's degree in Sociology, Human Services, Psychology, Child Development, or Related Field
- Bilingual in one of Orange County's Threshold Languages strongly preferred:
  - Vietnamese or Korean
- Minimum of one (1) year of professional experience in the social services sector preferred
- Excellent computer and technology skills including proficiency with MS Office 365 and other web-based databases and platforms, experience with Apricot database a plus
- Effective oral and written communication skills
- Experience serving diverse communities
- 40-Hour Domestic Violence Training Certification (can complete during introductory period if needed)
- Has not been a participant of Radiant Futures services for at least three (3) years
- Possession of a current and valid CA driver's license, a vehicle, liability insurance meeting CA state minimum requirements and an acceptable driving record

# Compensation & Benefits

This is a full-time, non-exempt position, \$24.00 an hour.

We provide 2 weeks PTO to start which increases over time (3 weeks after 2 years, 4 weeks after 5 years, 5 weeks after 10 years); 4 wellness paid days, 1 civic engagement paid day, and 12 paid holidays

Alternate work schedule (4 days/ 10 hours) option available

Generous benefits including 100% covered in Radiant Futures sponsored health, dental, vision, and AD&D insurance with Employee Assistance Program; and 403(b) retirement plan with up to 4% match after 1 year of service

## Our Commitment to Diversity and Inclusion

At Radiant Futures, we believe outstanding people are the key to our success. We value a diverse and inclusive workplace, and strongly encourage people of color, LBTQIA+ individuals, gender non-conforming individuals, and formerly incarcerated people to apply.

As an equal opportunity employer, we recruit and hire with the understanding of systemic oppression and lived reality of people with marginalized identities. We also recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, disability, marital status, veteran status, or age.

## Working Conditions and Physical Requirements

Alternate work schedule (4/10) or regular (5/8) schedule, flexible to work evenings and weekends, as needed. Regularly required to sit and use hands and fingers; intact vision abilities required. Occasionally required to lift and/or move heavy objects.

To be considered for this position, please email a cover letter and resume to [careers@radiantfutures.org](mailto:careers@radiantfutures.org) with “API Outreach Specialist” in the subject line. No phone calls please.

For more information on Radiant Futures, please visit our website at [www.radiantfutures.org](http://www.radiantfutures.org).