We're Hiring!

Job Position:

Empowerment Associate Director

Empowerment Associate Director
Classification: Senior Program Specialist
$42.98 - $57.62 Hourly/ $3,438.40 - $4,609.60 Biweekly/
$7,449.87 - $9,987.47 Monthly/ $89,398.40 - $119,849.60 Yearly

Opened in 2005 the Alameda County Family Justice Center (ACFJC) helps victims of domestic violence, child abuse, elder abuse, sexual assault and exploitation who historically often sought help from a fragmented, disjointed system of agencies offering related, but uncoordinated services. The ACFJC now serves as the heart of a comprehensive service delivery system made up of over 100 public and private agency partners throughout the Bay Area, providing a gateway to safety, healing, and empowerment for victims of abuse. We advocate for and construct a future where there is zero tolerance for domestic violence, child abuse, elder abuse, sexual assault and exploitation.

HOW TO APPLY

Please send us a cover letter and resume, also complete our DA job application.

Email to the District Attorney Personnel Unit at dajobs@acgov.org.
QUALIFICATIONS:

The Empowerment Associate Director, under the direct supervision of the Executive Director, will work on-site at the ACFJC providing program and operational supervision, assistance with grant applications, coordination of services, and legal and creative input to the Executive Director, staff and all onsite and offsite partners.

Requirements:

- Master’s degree or higher in a field relevant to working with victims of domestic violence and their children, victims of sexual assault, victims of child abuse and exploitation, and victims of elder abuse
- Completion of 40-hour advocate training by a certified domestic violence service provider agency
- Ability to handle crisis situations in a professional manner
- Excellent organization skills
- Excellent computer skills including MS Word, Excel and Power Point
- Passing fingerprinting and criminal background checks
- Valid CA driver’s license

Skills & Abilities:

A successful Empowerment Associate Director is a very flexible, detail-oriented person who can stay productive while managing various projects. Interested candidates have the ability to get things done in an effective and efficient manner and have an eye for detail and accuracy.

Using strong communication skills, candidates effectively collaborate with a variety of people, which means developing a thorough knowledge of ACFJC’s programs. The Empowerment Associate Director will be expected to demonstrate strong program skills, professional judgment, professional etiquette, and strong problem-solving skills. The Empowerment Associate Director, if an attorney, will be responsible in developing standards in compliance with all state and federal laws especially as they pertain to confidentiality.

Working closely with, and under the direct supervision of the Executive Director, the Empowerment Associate Director will perform the following job responsibilities.
RESPONSIBILITIES:

- Provide overall support to Executive Director
- Coordinate logistics for special events and activities
- Create Curriculum and Coordinate Youth Camps: recruit and interview campers and youth leaders; coordinate background checks and fingerprinting of youth leaders; train youth leaders; arrange transportation to and from camp; purchase camping supplies and food; facilitate two orientation meetings; facilitate campers’ participation in Hope Survey project; process paperwork with parents; work with Camp staff, provide counseling support and other tasks as needed during camp weeks (x2); coordinate parent support group; coordinate Camp reunion party to complete Hope Survey project
- Create and oversee the Employment Services program at the ACFJC
- Under the direction of the Executive Director, provide technical assistance as ACFJC Regional Training Center representative.
- Grants management: work with grantees and county staff to ensure all documents are submitted to initiate release of funds; work with grantees to collect data for reports, and make ensure invoices are correct; track progress toward grant spending and meeting grant objectives
- Recruit ACFJC volunteers and interns; conduct interviews; coordinate background checks and fingerprinting, orientations, scheduling and placement
- Work with ACFJC staff to identify and coordinate staff attendance at community events
- Under the direction of the Executive Director, keep partner and operation manuals current; prepare annual Partnership and Occupancy Agreements and coordinate distribution for signatures
- Preparing and providing training to partners, community and government agencies including trainings and orientation to volunteer and staff in compliance with California Assembly Bill 1623
- With Executive Director coordinate and facilitate yearly staff evaluations
- Coordinate ACFJC building maintenance requests with various county General Service Agency (GSA) departments
- Coordinate IT and communication maintenance requests with county ITD and communications departments
- Research and collect data for use in grant applications, reports, and to respond to inquiries by county staff and community-based organizations
- Supervising KidZone Children & Youth Program
- Supervising 123Read Program
- Conducting ACFJC tours
- Preparing and giving community presentations
- Working with District Attorney Staff to maintain ACFJC website
- Working with District Attorney Staff to maintain a presence on Social Media
- Other duties as assigned
BENEFITS:

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall wellbeing. These benefits include but are not limited to:

For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Work/Life Balance

- 11 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Catastrophic Sick Leave
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g., At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g., theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a summary of the benefits offered and can be subject to change.