



ATASK Language Access Program Coordinator

Under the supervision of the Co-Executive Director, the LAP Coordinator is responsible for the development and management of the Language Access Program (LAP), operating at the Boston, Lowell, and Worcester sites. Primary work hours will be commensurate with standard office hours, M-F, 9-5. However, extended, weekend, and emergency hours are expected. This position is based in Boston but will involve regular travel to Worcester to provide general support and oversight to staff there.

ATASK's mission is to prevent domestic violence in Asian families and communities and to provide hope to survivors. The ideal candidate will be a passionate advocate for language access and immigrant rights, and be able to think critically and creatively to strengthen the program and foster program growth.

Duties and Responsibilities:

- Manage part-time Navigators in Boston, Worcester, and Lowell to ensure responsive, efficient, quality care for clients. Assign cases and coordinate schedules. Participate in client-focused meetings with other agency staff.
- Provide guidance and support to Navigators through regular supervision. Resolve problems/concerns of program staff, other providers, and community leaders, involving other agency staff as appropriate.
- Build and maintain ties with community providers and formal and informal leaders related to each targeted language group. Undertake community outreach activities independently and in partnership with Navigators in order to create awareness of ATASK services, encourage referrals of victims, and recruit additional Navigators.
- Strengthen policies, procedures, and tools for the LAP program in collaboration with other agency staff.
- Track, update, and evaluate program effectiveness and outcomes.
- Input Navigator work in ATASK's database and monitor database activity for new LAP clients
- Participate in planning and related tasks for the expansion of the LAP Program, in collaboration with the co-Executive Director and other agency staff.
- Contribute to grant proposals and reports, and assist with budget management.
- Represent the LAP program within ATASK, and contribute to organization-wide fund-raising, planning, evaluation, and to specific other initiatives.
- Recruit, interview, and select LAP Client Navigators
- Plan and lead LAP Navigator training and Client Advocate LAP training. Plan and lead monthly professional development and team-building activities for Navigators. Create and continuously improve training curricula and materials.
- Perform other duties as assigned

Qualifications:

- Understanding, sensitivity, and empathy for victims of domestic violence and sexual assault and immigrants with limited English proficiency.
- Bachelor's degree (B.A.) or equivalent in Education, Social Work, Public Health, or related field, with a minimum of one year of program management experience.
- Experience in program coordination, establishing priorities, time management, and managing timely communication across an organization and community. Highly organized and detail-oriented.
- Demonstrated ability to work well with diverse communities (e.g. class, education, immigration status, sexual orientation, disability, age, gender identity, race, ethnicity, and language).
- Ability to work as a member of a team and effectively contribute to shared program and organizational goals. A cooperative work style, the capacity to appreciate co-workers, and build good working relationships.
- Availability to work occasional weekday evenings and Saturdays over the year.
- Ability and willingness to work from agency's Lowell and Worcester offices several times per month and from the Boston office on other days.
- Must have a valid MA Driver's License and clean driving record sufficient to insurance company standards.
- Must have access to a vehicle at least two weekdays each week.
- Proficiency in Microsoft Office platforms, including Word, Excel, and PowerPoint.

Please send cover letter and resume to Monique Baumont at mbaumont@atask.org

