

## **JOB ANNOUNCEMENT: Intervention Program Manager**

### **ABOUT SIKH FAMILY CENTER**

Sikh Family Center is a national nonprofit organization in the U.S. that promotes community well-being with a particular focus on gender justice. We provide trauma-centered resources for victim-survivors of violence while working to change the social and cultural conditions that allow gendered violence to occur in the first place. Our training, outreach, and advocacy are grounded in cultural tradition, grassroots power, and intergenerational healing.

Learn more about Sikh Family Center: <https://sikhfamilycenter.org/>

### **JOB SUMMARY**

Sikh Family Center seeks to hire a dynamic new team member to support and strengthen our intervention program. This position offers the opportunity to contribute and help develop the only organization professionally focused on gender justice in the Sikh community in the U.S. They will work as part of a team that values mutual respect, cultural wisdom, trauma-awareness, and healing-centeredness. We are seeking a highly motivated team member interested in working with our sangats across the country. This is a unique position for a unique individual at an organization that seeks to grow without losing its unique grassroots origin and community connection.

The Intervention Program Manager will work collaboratively with staff, volunteers, and the Sikh Family Center executive board to support our intervention and rapid response strategies and objectives.

### **LOCATION**

Remote with occasional travel.

### **COMPENSATION**

Full-time. The anticipated annual salary range is \$50,000 - \$65,000. The pay rate will be determined in part on years of experience related to essential duties and responsibilities. Generous vacation, sick leave, and health benefits are included.

### **DUTIES AND RESPONSIBILITIES**

- Provide peer support and response to community members who contact Sikh Family Center through the Helpline, email, or in-person, across lines of age, gender, immigration status, etc.
- Manage Sikh Family Center's innovative Peer Counselor Program by onboarding new peer counselors and coordinating regular training, team-building opportunities, and reinforcement.

- Coordinate continued coverage of Sikh Family Center’s National Helpline in collaboration with peer counselors and staff.
- Maintain timely and accurate program documentation, including monthly reporting.
- Build solidarities and maintain collaborative working relationships (including making or triaging warm referrals) with our network of Sikh and non-Sikh organizations, institutions, and partners.
- Contribute to rapid response strategies by participating in collaborative meetings, community organizing, and advocacy on a needs basis.

## **KEY SKILLS AND QUALITIES**

- A shared passion for Sikh Family Center’s vision and mission.
- Advocacy experience, including working with survivors of gender-based violence.
- Knowledge of and sensitivity to diversity across Sikh communities and ability to be responsive to unique needs and diverse experiences (with regard to race, ethnicity, sexual orientation, gender identity, disability, age, class, education, immigration status, etc.).
- The organization’s work includes frequent information-sharing and discussion not just about healing and support but also about abuse, trauma, violence, and systemic oppression. The ideal candidate must be comfortable engaging in conversation about these topics with others. Must be able to discuss these topics in a way that supports trust-building, effective communication, and teamwork.
- Deep ethical commitment and ability to maintain private and sensitive information.
- Thoughtful and reflective about managing trauma-responses; open to active discussions around increasing compassion for self, others, and community.
- Ability to adjust language register to suit audiences of different English proficiency, systems knowledge, and age. Fluency in Punjabi is highly preferred.
- Superb time management; the position regularly requires some evening and weekend hours.
- Completion of 30-70-hours of domestic violence/sexual assault/crisis response training is highly preferred (additional trainings will be required on commencing the position).
- Knowledge of and technological ability to use internet software (Chrome, Safari), Google Suite (Gmail, Google Calendar, Docs, etc.), eSignature tools (Adobe Acrobat, DocuSign), and remote collaboration tools (Zoom, Dropbox, Slack, etc.).
- Excellent interpersonal, oral, and written communication.
- Ability to make decisions and engage other staff in decision-making when necessary.
- Ability to work well with others and problem-solve under pressure.
- A sense of humor.

- Self-awareness and the ability to set aside personal biases and beliefs.
- The desire for ongoing learning and growth.
- Proof of COVID-19 vaccination (two doses and bivalent booster) unless approved exemption.

### **PHYSICAL REQUIREMENTS**

This position engages in work that requires considerable time spent sitting/standing at a desk, looking at a screen, using a computer and keyboard, phone, and/or video conferencing. This position will require car and/or airplane travel out-of-state at least twice a year.

### **DIRECT REPORT**

Mallika Kaur, Executive Director

### **HOW TO APPLY**

Interested applicants must send a cover letter, resume, and 3 references to [contact@sikhfamilycenter.org](mailto:contact@sikhfamilycenter.org).

*Sikh Family Center is an equal opportunity employer. In striving for equity, Sikh Family Center actively opposes discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, gender expression, formal education, immigration status, age, national origin (ancestry), caste, disability, marital status, or sexual orientation.*