

Job Title: Center Director  
FLSA Status: Exempt  
Salary Range: \$75,000 - \$99,000  
Location: Antioch, CA  
Prepared Date: 11/1/2021

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The Family Justice Center (the “Center”) is a warm and welcoming one-stop center for victims of interpersonal violence (IPV) -- domestic violence, sexual assault, child abuse, elder abuse and human trafficking. The Center serves victims and survivors regardless of their income, immigration status or location. The Center is a public-private partnership committed to creating a vibrant community free of coercion and fear. It supports the West Center located in Richmond, the Central Center in Concord and the East Center in Antioch.

**COVID-19 response: As the Family Justice Center provides essential services, this position will require working on-site. All employees are required to be vaccinated.**

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#### **POSITION SUMMARY:**

Center Director provides overall management and supervision of crisis support and long-term safety program, including supervision of staff, developing, and managing budgets, developing and implementing policies and procedures, participating in obtaining and administering grants, coordinating programs.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assisting in long range program development planning and implementation, including development of goals, objectives, methods, outcomes and evaluation techniques of the organization’s services.
- Designing and monitoring management and quality assurance systems for all programs under supervision.
- Overseeing program data collection systems and production of direct service grant reports; researching and writing reports as needed.
- Leveraging best practices, emerging issues and other related and pertinent information from the family violence field/movement for use within the organization and throughout the community.
- Overseeing the successful implementation of program grants and meeting of contractual obligations.
- Supervise Navigators and Project Assistants to ensure quality client services.
- Increase the Center’s visibility and leadership via collaborations and organizational networking. Provide strategic leadership to build alliances with key stakeholders.
- Assist the Executive Director with implementation of fund development activities, development of grant proposals and the cultivation of donors.

- Provide back-up Navigation support when appropriate.
- Participate in short- and long-term strategic planning.
- Organize and maintain paper and electronic files.
- Identify systems barriers and policy issues and develop advocacy plans.
- Plan and attend community outreach events.
- Coordinate special projects, finance committee meetings, and trainings.
- Perform other duties, functions, special projects, and responsibilities as assigned and deemed necessary by the Executive Director.
- Travel between Centers to work with staff on a regular basis.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in a related field of service required. Post graduate degree preferred.
- Minimum five years of case management, victim advocate, legal advocate, or criminal justice experience.
- Minimum three years of supervision experience.
- Minimum three years of program coordination experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated knowledge of or a background in domestic violence, sexual assault, child abuse, stalking, elder abuse or human trafficking.
- Excellent oral and written communication skills, including public speaking and proofreading. Fluency in Spanish and English preferred.
- Strong analytical and organizational skills.
- Demonstrated ability to train and supervise staff.
- Project management experience and report writing skills.
- Flexibility and strong problem-solving capabilities.
- Competency with multi-media equipment and applications, computer software and data systems.
- High comfort with data collection and evaluation.
- Ability to travel.
- Ability to multi-task and learn new areas and practices.

#### **APPLICATION PROCESS:**

To apply to this position, please submit a **cover letter and resume** to:

[isabella@cocofamilyjustice.org](mailto:isabella@cocofamilyjustice.org) no later than November 19, 2021. Please explain in your cover letter: (a) why you are interested in the position and (b) why you believe that you are qualified for the position. **We will not review your application without a cover letter.** Please note that finalists will be asked to perform research and writing tasks.

We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.