



**AAPCHO**

Association Of Asian Pacific Community Health Organizations

## **JOB ANNOUNCEMENT**

**POSITION:** Executive Assistant  
**SALARY:** \$45,000 - \$52,500 (1.0 FTE)  
**START DATE:** ASAP  
**DEADLINE TO FILE:** Until filled

### **ORGANIZATIONAL DESCRIPTION:**

The Association of Asian Pacific Community Health Organizations (AAPCHO) is a national network of community health centers serving Asian, Native Hawaiian and Other Pacific Islander populations across the United States and its territories. AAPCHO was formed to advocate for policies and programs to improve the provision of primary health care services that are community driven, financially affordable, linguistically accessible and culturally appropriate for Asian, Native Hawaiian, and Other Pacific Islander populations.

### **POSITION DESCRIPTION:**

The Executive Assistant is responsible for the administrative support of the Executive Director of a national membership association. The Executive Assistant is responsible for timely completion of office tasks: coordination of membership and board communications; assist the Executive Director in travel arrangements; coordinate meetings between Executive Director with internal and external parties; and provide overall support to Executive Director. As needed, the Executive Assistant will also perform other assignments and projects as requested by the Executive Director. Specific duties include but are not limited to:

### **SUMMARY OF RESPONSIBILITIES AND DUTIES:**

1. Provide the Executive Director with administrative support: drafting letters, scheduling meetings/conference calls/events, and maintaining organization of files/electronic information, including screening calls, letters, and e-mails.
2. Provide the Executive Director with travel related support (ie. securing air/lodging, coordinate and confirm meeting schedules with funders, policy makers, and other third parties; completion of meeting registration and submission of travel documentation);
3. Maintain communications with Board members, funders, policy makers, members, other health organizations, and other third party organizations as determined by the Executive Director;

4. Coordinate meetings with members of the Board & Board committees, including regular teleconference/webex meetings with the Executive Committee and the semiannual Board of Directors meeting;
5. Support the Executive Director; convene and follow up internal team and staff meetings with scheduling, taking minutes, liaise between departments and other follow-up activities as needed;
6. Facilitate AAPCHO staff communication with Executive Director;
7. Assist Executive Director manage scheduling of daily activities, calls, & committee meetings;
8. Assist the Executive Director, as requested, in completing programmatic activities as needed;
9. Assist in the writing of proposals, project evaluations, quarterly reports, and updates;
10. As requested by the Executive Director, assists the AAPCHO staff with various administrative and operation activities;
11. Perform other duties as requested by the Executive Director.

#### **QUALIFICATIONS:**

1. A minimum of 3+ years experience in an administrative capacity required.
2. A commitment to providing excellent customer-oriented communications skills with Board members, policy makers, donors, funders, or other internal/external clients.
3. Good writing and oral communication skills required
4. Strong familiarity with Mac OS-based computers and Windows, experience with Google Docs, Microsoft Office suite: Word, Excel, & PowerPoint required (MS Access-preferred).
5. Experience operating standard office equipment.
6. Very strong organizational skills.
7. Regularly demonstrates initiative and ability to prioritize and handle various tasks.
8. Knowledge and understanding of Asian American, Native Hawaiian and Other Pacific Islander community health issues helpful.

9. Due to Executive Director regular travel, must be able to work independently and in a team environment.
10. Commitment and ability to support and implement the goals and objectives of AAPCHO.

## **APPLICATION PROCEDURE**

Send resume to:

AAPCHO  
Hiring Committee  
300 Frank H. Ogawa Plaza, Suite 620  
Oakland, CA 94612

Or email:

[eaposition@aapcho.org](mailto:eaposition@aapcho.org) with subject line: Executive Assistant Application

Interviews will be granted according to the qualifications of the applicant. AAPCHO is an equal opportunity employer. Women and people of color are encouraged to apply.

**CLOSING DATE:** Open until filled.