



JOB ANNOUNCEMENT

POSITION: Program Assistant
SALARY: \$34,000 – 42,000 (1.0 FTE)
START DATE: Mid- to Late- June 2014
DEADLINE TO FILE: Until filled

ORGANIZATIONAL DESCRIPTION:

The Association of Asian Pacific Community Health organizations (AAPCHO) is a national association of community health organizations serving Asian and Pacific Islander populations across the United States and its territories. AAPCHO's mission is to promote advocacy, collaboration and leadership that improve the health status and access of Asian Americans, Native Hawaiians and other Pacific Islanders (AA&NHOPIs) within the US, its territories and freely Associated states, primarily through our member community health clinics. Our vision is to establish a standard of excellence for community-based health care that is equitable, affordable, accessible and culturally and linguistically appropriate to the people we serve.

JOB DESCRIPTION:

Under the supervision of the Technical Assistance Program Director, the Program Assistant is responsible for providing administrative and programmatic support to AAPCHO's Technical Assistance programs. AAPCHO's TA programs aim to increase the capacity of community based organizations and health centers that provide quality, culturally appropriate health care services for AA&NHOPIs.

DUTIES INCLUDE:

1. Assisting with event planning (e.g. national conferences, meetings, trainings, teleconferences); coordinating logistics for travel, lodging, meals, equipment, and speakers
2. Providing administrative support including drafting correspondence, scheduling meetings, managing calendars, copying, faxing, filing, and phone calls
3. Managing systems for organizing resources, project records, organization files, educational materials, research literature, and contacts
4. Assisting with communication with project sites, Advisory Committees, funders, and partners; maintaining a contact database and disseminating information and materials
5. Assisting in the writing and compiling of reports, presentations, proposals, and other major documents
6. Assisting in maintaining an online database of health education materials
7. Representing AAPCHO at conferences, coalition meetings and other events.
8. Assisting with press releases, publications and other media efforts
9. Assisting with developing fact sheets, and talking points relevant to project as needed
10. Setting goals and objectives and reporting on progress to the Program Director on a periodical basis
11. Other duties as requested by the Executive Director and Director of Programs



REQUIRED QUALIFICATIONS:

1. Bachelor's degree in health related field or commensurate experience.
2. Detail oriented with strong organizational skills
3. Excellent interpersonal, communication, and customer service skills
4. Excellent time-management skills
5. Excellent writing skills including the ability to effectively communicate to different audiences
6. Flexible, proactive and a positive attitude
7. Strong MS Office skills
8. Ability to work comfortably with non-profit, government, and corporate representatives
9. Ability to thrive within a fast-paced, collaborative and team-based environment

PREFERRED QUALIFICATIONS

1. Demonstrated experience in event planning and coordination
2. Demonstrated experience with website and online survey management
3. Demonstrated experience with Adobe Creative Suite
4. Demonstrated ability to build effective relationships and partnerships in a variety of settings
5. Demonstrated knowledge and understanding of Asian American/Pacific Islander community health issues.
6. Knowledge of public health, health care reform and the U.S. community/migrant health center system.

APPLICATION PROCEDURES:

Send resume and cover letter to:

TA- PA-hiring@aapcho.org

or

AAPCHO

TA-PA Hiring Committee

300 Frank H. Ogawa Plaza, Suite 620

Oakland, CA 94612

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.