

## **JOB DESCRIPTION**

**POSITION:** Program Coordinator  
**DEPARTMENT:** Community Services and Partnerships  
**REPORTS TO:** Director of Community Services and Partnerships  
**FTE:** 1.0 FTE  
**SALARY:** \$46,000 – \$51,500 Annually  
**START DATE:** July 15, 2016  
**LOCATION:** San Leandro, California

### **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 Pacific Islanders 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.

#### **Position/Role:**

The Program Coordinator reports to the Director of Community Services and Partnerships. The Program Coordinator will also work closely with the Executive Director, Director of Community Services and Partnerships and Director of Policy in coordinating the AAPCHO Civic Engagement Initiative. Travel is required of this position.

Funded through the Wallace H. Coulter Foundation, AAPCHO's Civic Engagement Initiative aims to improve the health of underserved Asian Americans, Native Hawaiians, and Pacific Islanders (AA& NHPs) by increasing our national and member center's capacity to strengthen AAPCHO member health centers' capacity to enhance and integrate civic engagement as an ongoing service at their Community Health Centers (CHCs).

The Initiative's goals are to (1) Increase the capacity of, and provide specialized training and technical assistance to AAPCHO member CHCs to increase their capacity to offer opportunities for patients and community members to become more civically engaged and informed; (2) Establish a sustainable and scalable model for CHCs to engage constituents and clients in broader civic engagement and nonpartisan voter engagement activities; (3) and increase the availability and accessibility civic engagement opportunities for AA & NHPs.

#### **Programmatic (65-70%)**

1. Along with the Director of Community Services and Partnerships and Executive Director, the Program Coordinator will plan, implement, monitor and trouble-shoot project activities and progress.
2. Develop, implement and monitor project evaluation plan and process.
3. Coordinate the development and implementation of a Civic Engagement Initiative evaluation plan
4. Manage subcontracts
5. Conduct member outreach and coordinate site visits and communications with project sites.
6. Write and submit required reporting and documentation of progress including management of the following online advocacy management tools: 1)Rock the Vote; 2) Salsa Labs
7. Plan, organize and facilitate program related meetings and teleconference calls.
8. Respond to technical assistance requests as needed.
9. Develop and update civic engagement materials and tools such as in-reach materials and advocacy cards

10. Develop, strengthen and maintain partnerships with local, state, regional and national organizations involved in AA & NHPI civic engagement efforts.
11. Maintain consistent communication with Civic Engagement consultants and member centers.
12. Coordinate the development and maintenance of a web portal of civic engagement related information and resources for member centers
13. Represent AAPCHO at conferences, coalition meetings and other events as required.
14. Other duties as requested by the Executive Director and Director of Community Services and Partnerships.

#### **Media/Advocacy (15-20%)**

15. Coordinate with Communications Department regarding the preparation of press releases and networking with media related to the project;
16. Maintain and enhance opportunities to strengthen the national #MyHealthMyVote multilingual voter registration campaign
17. Development of presentations highlighting project successes and lessons learned;
18. Represent AAPCHO in meetings and conferences, as appropriate.
19. Work with a team to coordinate health briefings
20. Develop fact sheets and talking points relevant to project area;

#### **General Agency (5-10%)**

17. Foster an environment that promotes trust and cooperation amongst staff, management, and clients.
18. Assist in advocacy activities promoting the mission and vision of the organization.
19. Participate in staff and program meetings
20. Participate in organization's functional teams and ad hoc committees.
21. Participate in agency activities such as quarterly and annual retreats, volunteer activities, holidays and other events.
22. Other duties as requested by the Director of Community Services and Partnerships and Executive Director.

#### **QUALIFICATIONS:**

1. Bachelor's or Master Degree in health related field or commensurate experience preferred.
2. Experience with voter registration and civic engagement strongly desired.
3. Knowledge of public health and the U.S. community/migrant health center system strongly desired.
4. Demonstrated knowledge and understanding of AA&NHPI community health issues required.
5. Demonstrated program management knowledge and skills required.
6. Excellent speaking and written skills required.
7. Proficiency with computers and MS Office software required.
8. Ability to advocate for AA&NHPI community health issues.
9. Experience in curriculum development and health education program planning desired.
10. Experience in managing, monitoring, and reporting for federal government grants desired.
11. Two to four years community-based organization experience strongly desired.
12. Ability to support and implement the mission and goals of AAPCHO.
13. Be able to work as a team member in a fast paced office.

Send cover letter and resume to [pc-hiring@aapcho.org](mailto:pc-hiring@aapcho.org), Subject Line: PC 2016. Interviews will be granted according to the qualifications of the applicant.

AAPCHO is an equal opportunity employer and provides opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.