

## JOB DESCRIPTION

**POSITION:** Training and Technical Assistance Director  
**DEPARTMENT:** Community Services and Partnerships  
**REPORTS TO:** Director of Community Services and Partnerships  
**FTE:** 1.0 FTE  
**SALARY:** \$75,000 – \$85,000 Annually DOE  
**START DATE:** Immediately  
**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 (AAs and NHPIs) within the United States, 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 Training and Technical Assistance Director (T/TAD) directs AAPCHO's national training activities and is a key member of our dissemination team, helping lead the technical assistance and consulting components of our work across the country with health centers and partner organizations. The T/TAD is principally responsible for all aspects of program development, planning, monitoring, operations, and evaluation related to AAPCHO's National Cooperative Agreement (NCA) with the Bureau of Primary Health Care and training and technical assistance related contracts. The T/TAD works closely with the Director of Community Services and Partnerships in managing and the development of AAPCHO's training and technical assistance services and products and engaging in business planning to enhance marketing and revenue generation. The T/TAD will assist the Executive Team in implementing the organization's strategic plan as it relates to enhancing the capacity of AA and NHPI-serving health centers.

Training and technical assistance priorities for AAPCHO's NCA with the Bureau of Primary Health Care include 1) Increase Access to Care 2) Improve Health Outcomes and 3) Promote Health Equity.

### **Administrative (20%)**

- Responsible for coordinating the administrative functions related to the NCA & T/TA projects including: T/TA team meetings, reporting duties as assigned in the HRSA Electronic Handbook (EHB), supervision of grant proposals and renewal processes and contract monitoring as appropriate.

- Provide communication to Director of Community Services and Partnerships and Director of Operations regarding timeline and status of NCA administrative requirements including annual progress reporting, fund renewal applications, and program budget management.
- Provide direct supervision and performance evaluation of Senior Manager of Training and Technical Assistance.
- Provide oversight, communication, and management of program consultant contracts.
- Organize and facilitate standing T/TA team-based meetings and engage cross-departmental AAPCHO staff as appropriate.

#### **Development (10%)**

- Provide leadership and development of a fee for service platform for AAPCHO T/TA services, working with Director of Community Services and Partnerships and Director of Development and Public Affairs to integrate services into organization business plan.
- Work with the Director of Community Services and Partnerships, T/TA Senior Program Manager, and AAPCHO staff to secure T/TA contracts and opportunities for expansion.

#### **Programmatic (50%)**

- Provide technical assistance to AAPCHO member centers and staff related to NCA scope or contracted scope of practice.
- Promote and market AAPCHO T/TA services to AAPCHO member centers, NACHC, PCAs, HCCNs, and organizational partners; keep Development and Public Affairs team informed to ensure T/TA activities and resources are included in organization external marketing and communications.
- Provide regular updates to Director of Community Services and Partnerships
- Monitor and evaluate implementation of NCA and contracted activities.

#### **Supervision (10%)**

- Conduct timely and appropriate annual staff evaluations
- Monitor staff performance, particularly efficiency, effectiveness, and quality of deliverables.
- Enforce agency personnel policies and procedures, ensuring fair and equal application.
- Provide on-site/remote guidance to the program team, as needed.
- Assist and evaluate staff leadership and program development activities related to training and technical assistance.

#### **Advocacy (5%)**

- Active leadership in key advocacy issues and activities related to AA and NHPI health that affect the agency, its membership, and the communities it serves.
- Participate actively in planning, organizing, and implementing the agency's advocacy work to promote mission and vision.

#### **General Agency Duties (5%)**

- Foster an environment that promotes trust and cooperation amongst staff, management, and clients.
- Attend staff, management, and program meetings, and staff retreats.
- Participate in agency functional teams and ad-hoc committees.
- Actively participate in planning agency-wide activities such as quarterly and annual retreats, volunteer activities, holidays and other events.
- Represent AAPCHO in meetings and conferences, as appropriate.
- Provide logistical support on project activities as needed.
- Other duties as requested by the Executive Director and Director of Community Services and Partnerships.

#### **QUALIFICATIONS:**

- Master's Degree in health-related field or commensurate experience preferred.
- Direct experience with Asian American, Native Hawaiian, or Pacific Islander communities required.

- Demonstrated knowledge and understanding of AA and NHPI community health issues required.
- Demonstrated program and project management knowledge and skills required. Federal grant management experience preferred.
- Excellent speaking and written skills required.
- Proficiency with computer systems, cloud-based and MS Office software required.
- Ability to advocate for AA and NHPI community health issues.
- Experience in curriculum development and health education program planning desired.
- Experience in managing, monitoring, and reporting for federal government grants desired.
- Two to four years community-based organization experience strongly desired.
- Be able to work as a team member in a fast-paced environment.
- Ability to support and implement the mission and goals of AAPCHO.

Send cover letter and resume to: [T\\_TA\\_Director\\_Hiring@aapcho.org](mailto:T_TA_Director_Hiring@aapcho.org) with Subject Line: T/TA Director Application

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.