



Job Announcement

Position: Pacific Islander Diabetes Prevention Program Coordinator
Salary: \$55,000
Start Date: May 1, 2019
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 American, Native Hawaiian, and Pacific Islander (AA&NHPI) populations. 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 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, accessible, and culturally and linguistically appropriate to the people we serve.

Position/Role:

Funded through the Centers of Disease Control, the Pacific Islander Diabetes Prevention Program (PI-DPP) goals are to 1) Increase the number of new organizations achieving full CDC-recognition in selected underserved counties/islands/atolls; 2) Increase the number of Pacific Islander (PI) participants meeting CDC recognition standards related to intensity and duration of participation in DPPs; 3) Increase the number of participants that have the CDC-recognized lifestyle change program as a covered benefit by public or private payer or employer and; 4) Increase awareness and dissemination of best practices, resources, and tools to NHPI communities and organizations. The Program Coordinator is a critical member of the PI-DPP team providing infrastructure and support to PI-DPP AAPCHO staff and AAPCHO's partner content experts, requiring strong organizational and communication skills.

The primary responsibilities of the Program Coordinator are as follows:

Programmatic: (80%)

- Provide administrative coordination for PI-DPP documents, call schedules, and team-based communications internally with staff and externally with affiliate site partners and AAPCHO content experts.
- Centralize and organize scheduling and communications amongst PI-DPP staff members, PI-DPP affiliate partner sites, and AAPCHO contracted content experts.
- Coordinate logistics and communications for bi-annual National PI-DPP Training meetings in coordination with AAPCHO's travel agency, venue, and affiliate site host.
- Plan, organize, and facilitate program related meetings and teleconference calls.

- Develop a centralized DPP materials and resources repository for all DPP materials developed by AAPCHO and DPP partners through the course of the program.
- Maintain consistent communication with PI DPP content experts and affiliate sites.
- Assist Director of Community Services and Partnerships and AAPCHO content experts in coordinating content necessary to fulfill CDC requirements including annual and monthly progress reports as appropriate.
- Track, analyze, and respond to technical assistance requests from affiliate partners.
- Creatively improve project workflow and efficiency.
- Other duties as requested by the Executive Director or Director of Community Services and Partnerships.

Communications/Media/Advocacy: (10%)

- Coordinate the maintenance of AAPCHO's PI-DPP related website content and other PI-DPP social media and marketing materials in conjunction with AAPCHO's Director of Development and Public Affairs.
- Coordinate with Communications Department regarding the development of a repository and other media related to the program;
- Development of presentations highlighting program successes and lessons learned;
- Represent AAPCHO in meetings and conferences, as appropriate.

General Agency (10%)

- Foster an environment that promotes trust and cooperation amongst staff, management, and organizational partners.
- Participate in AAPCHO staff program meetings
- Participate in organization's functional teams and ad hoc committees
- Participate in agency activities such as quarterly and annual retreats, volunteer activities, holidays and other events.

QUALIFICATIONS:

1. Associates Degree in a health-related field or commensurate experience working with Pacific Islander populations and health disparities preferred.
2. Must support and demonstrate ability to implement the mission and goals of AAPCHO.
3. Experience working within a community health center setting or directly with community health centers (preferred).
4. Knowledgeable about the public health issues including the social determinants of health that impact Asian American, Native Hawaiian, and Pacific Islander communities.
5. Experience with program coordination and facilitation of groups/presentations.

6. Ability to multi-task comfortably as a team member in a fast-paced virtual environment.
7. Possess excellent written and verbal communications skills.
8. Possess excellent task-management and organizational skills.
9. Possess excellent creative problem solving and leadership skills.
10. Experience with online conferencing forum moderation (preferred).
11. Proficiency with MS Office, Mac OSX and management and conferencing technologies (e.g., Google Documents, Cisco Webex, Go-to-Meeting, Zoom, etc.)

APPLICATION PROCEDURES:

Send cover letter and resume to DPP-PC@aapcho.org with Subject Line:

DPP Project PC 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.