



JOB DESCRIPTION

POSITION: Diabetes Prevention Program Director
DEPARTMENT: Community Services and Partnerships
REPORTS TO: Director of Community Services and Partnerships
FTE: 1.0 FTE
SALARY: \$65,000 – \$70,000 Annually DOE
START DATE: October 1, 2019
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 Diabetes Prevention Program Director reports to the Director of Community Services and Partnerships. The Program Director will also work closely with the Executive Director, Director of Community Services and Partnerships and key consultants in coordinating the Centers for Disease Control Pacific Islander Diabetes Prevention Program (CDC PI DPP). The following position is supported by the CDC National Diabetes Prevention Program and the funding period is 2017-2022. Travel is required of this position.

Funded through the CDC, the 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 Native Hawaiian and Pacific Islander (NHPI) participants meeting CDC recognition standards related to intensity and duration of participation in DPPs; 3) Increase the number of NHPI 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.

Programmatic (65-70%)

1. Plan, coordinate, communicate, implement, and supervise PI-DPP program activities and progress.
2. Serve as primary CDC point of contact regarding all contract deliverables, performance measures, and required communications.
3. Work with AAPCHO PI-DPP consultant subject matter expert and data evaluator to develop, communicate, implement, and monitor PI-DPP program evaluation and document progress.
4. Support overall management and administration of AAPCHO PI DPP affiliate site subcontracted organizations.
5. Coordinate CDC site visits and annual national meetings with AAPCHO PI-DPP affiliate sites.
6. Provide and/or coordinate training and technical assistance leadership and guidance to the AAPCHO PI-DPP team and to AAPCHO PI-DPP affiliate sites.
7. Write and submit required CDC reporting and monitor documentation of progress.
8. Plan, organize, and facilitate program related meetings and teleconference calls.
9. Ensure timely response to technical assistance requests from AAPCHO affiliate sites.
10. Plan, develop, and implement a centralized materials and resources repository for all National DPP materials developed by AAPCHO and National DPP partners through the course of the program.
11. Develop, strengthen and maintain partnerships with local, state, regional and national organizations involved in AA & NHPI diabetes prevention efforts and the National DPP.
12. Manage and monitor administration of AAPCHO PI DPP consultant contracts.

13. Represent AAPCHO at conferences, National DPP program 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 development of a repository and other media (including social media) related to the PI-DPP;
16. Development of presentations highlighting program successes and lessons learned;
17. Represent AAPCHO and the Pacific Islander Diabetes Prevention Program in meetings and conferences, as appropriate.
18. Work in coordination with AAPCHO's media and marketing team to compile PI-DPP highlights, updates, and summaries to be featured in AAPCHO's newsletter.
19. Develop media materials and resources (i.e. fact sheets, program profiles, etc.) relevant to program 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. Master's Degree in health related field or commensurate experience preferred.
2. Direct experience with Native Hawaiian and Pacific Islander communities required.
3. Demonstrated knowledge and understanding of AA&NHPI community health issues required.
4. Minimum 2-3 years of experience managing direct personnel, monitoring, and administrative reporting of federal government grants required.
5. Demonstrated program and project management knowledge and skills.
6. Excellent speaking, presentation, and written skills required.
7. Strong computer software skills and experience with videoconference software required (Excel, PowerPoint, MS Office, Google Suite, project management software, Zoom Meetings, Zoom Conference).
8. Ability to advocate for AA&NHPI community health issues.
9. Experience in curriculum development and health education program implementation required.
10. Two to four years community-based organization experience required.
11. Ability to support and implement the mission and goals of AAPCHO.
12. Be able to work as a team member in a fast paced environment.

Send cover letter and resume to pd-hiring@aapcho.org, Subject Line: PD 2019. 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.