

JOB DESCRIPTION

POSITION: Diabetes Prevention Program Assistant
DEPARTMENT: Community Services and Partnerships
REPORTS TO: Pacific Islander Diabetes Prevention Program Director
FTE: 1.0 FTE
SALARY: \$40,000 – 44,000 Annually DOE
START DATE: January, 2020
LOCATION: San Diego, 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:

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. The Program Assistant is a critical member of the PI-DPP team providing infrastructure and support to PI-DPP AAPCHO staff and partners, requiring strong organizational and communication skills.

Programmatic (45%)

1. Provide administrative support for PI-DPP documents, call schedules, and team-based communications internally with staff and externally with affiliate site partners and AAPCHO content experts.
2. Centralize and organize scheduling and communications amongst PI-DPP staff members, PI-DPP affiliate partner sites, and AAPCHO contracted content experts.
3. Assist with event planning (e.g. national conferences, meetings, trainings, teleconferences); coordinating logistics for travel, lodging, meals, equipment, and speakers.
4. Assist in development of a centralized DPP materials and resources repository for all DPP materials developed by AAPCHO and DPP partners through the course of the program.
5. Assist with development of media materials and resources (i.e. fact sheets, program profiles, etc.) relevant to program area.
6. Represent AAPCHO and the Pacific Islander Diabetes Prevention Program in meetings and conferences, as appropriate.
7. Other duties as requested by the Program Director.

Data Management Support (45%)

1. Conduct a high volume of data entry
2. Support management of program logs submitted by affiliate sites
3. Assist with development of programmatic materials utilizing PI-DPP data (i.e. infographics, program highlights, etc.).
4. Other duties as requested by the Program Director.

General Agency (10%)

1. Foster an environment that promotes trust and cooperation amongst staff, management, and clients.
2. Assist in advocacy activities promoting the mission and vision of the organization.
3. Participate in staff and program meetings
4. Participate in organization's functional teams and ad-hoc committees.
5. Participate in agency activities such as quarterly and annual retreats, volunteer activities, holidays and other events.
6. Other duties as requested by the Program Director.

QUALIFICATIONS:

1. Bachelor's Degree in Public Health, related field, or commensurate experience preferred.
2. Experience with Native Hawaiian and Pacific Islander communities preferred.
3. Knowledgeable about the public health issues including the social determinants of health that impact Asian American, native Hawaiian, and Pacific Islander communities.
4. Experience in event planning preferred.
5. Must be detail oriented and possess excellent task-management skills.
6. Possess excellent written and verbal communication skills.
7. Ability to multi-task comfortable as a team member in a fast-paced virtual environment.
8. Strong computer software skills and experience with videoconference software (Excel, PowerPoint, MS Office, Google Suite, project management software, Zoom Meetings, Zoom Conference).
9. Experience in a community-based organization experience preferred.
10. Ability to support and implement the mission and goals of AAPCHO.

Send cover letter and resume to pa-hiring@aapcho.org. 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.