



Job Announcement

Position: Program Manager, Training and Technical Assistance
Department: Community Services and Partnerships
Reports To: Associate Director, Training and Technical Assistance
FTE: 1.0 FTE
Salary Range: \$55,200.00 - \$69,000.00 Annually DOE
Start Date: September 1, 2020
Deadline to File: Until Filled
Location: Preferred - AAPCHO's California or Washington D.C. Office

Organizational Description:

The Association of Asian Pacific Community Health Organizations (AAPCHO) was formed in 1987 by community health centers primarily serving medically underserved Asian Americans (AAs), Native Hawaiians, and Pacific Islanders (NHPs). The goal of these organizations was to create a national voice to advocate for the unique and diverse health needs of AA and NHPI communities and the community health providers that served those needs.

AAPCHO's mission is dedicated to promoting advocacy, collaboration, and leadership that improves the health status and access of AAs and NHPs within the United States, its territories, and freely associated states. Our vision is to be a national leader and critical voice for AA and NHPI community health centers and consumers, ensuring that our communities have better access to affordable, high quality, and culturally and linguistically proficient health care.

Position/Role:

The Program Manager, Training and Technical Assistance manages AAPCHO's national training activities focused on diabetes prevention and improving population health for underserved AAs and NHPs.

The Program Manager is principally responsible for managing programs related to AAPCHO's training and technical assistance activities under AAPCHO's National Health Center Training and Technical Assistance Partners (NTTAP) Cooperative Agreement with the Bureau of Primary Health Care, which strengthens the capacity of community health centers and potential health center-applicants serving AAs and NHPs.

The Program Manager, Training and Technical Assistance reports to the Associate Director, Training and Technical Assistance (AD of T/TA) and T/TA Director. The Program Manager will also work closely with the Director of Community Services and

Partnerships and Development and Public Affairs department staff. Travel is required for this position. **The primary responsibilities of the Program Manager are as follows:**

Administrative (5%)

- Responsible for coordinating the administrative functions related to the cooperative agreement with the HRSA Bureau of Primary Health Care.

Programmatic: (70%)

- Develop, implement, monitor, and evaluate training and technical assistance scope of services, focused on diabetes prevention and population health management for AA and NHPI populations.
- Development of publication materials and resources for technical assistance and training designed for and with input from health center audiences. This may include blogs, briefs, info-graphics, case studies, and other training tools/supports.
- Provide onsite and online training events to health centers, Primary Care Associations (PCAs), and Health Center Control Networks (HCCNs) in accordance with AAPCHO's technical assistance project goals and areas of content expertise.
- Collaborate with NTTAP project partners on various training and technical assistance deliverables.
- Participate in the writing and submitting of required progress reports/updates to funding entities.
- Track, analyze, and respond to technical assistance requests.
- Coordinate the maintenance of AAPCHO's technical assistance website.
- Other duties as requested by the AD of T/TA, T/TA Director, and Director of Community Services and Partnerships.

Communications and Advocacy: (15%)

- Work with AAPCHO Development and Public Affairs staff to assist in the planning of publication/resource promotion via AAPCHO partner listservs and represent AAPCHO at local, state, regional, and national conferences or other similar events.
- Develop, strengthen, and maintain partnerships with local, state, regional and national organizations involved in community health center development and/or advocacy, including AAPCHO's membership network, health centers, primary care associations, health center controlled networks, and NTTAP organizations.
- Cultivate relationships and maintain consistent communication with partners and key stakeholders, in collaboration with the AD of T/TA, T/TA Director, and AAPCHO senior leadership.

Service Design, Innovation, and Integration (5%)

- Coordinate convening and meeting logistics for AAPCHO's T/TA Advisory Committee of stakeholders invested in the design, innovation, and integration of AAPCHO's in-person and virtual training experience.

- Support the cross-functional project team (programs, policy, research, and public affairs) and partners to deliver high quality training events.

General Agency (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 AD of T/TA, T/TA Director, and Director of Community Services and Partnerships.

QUALIFICATIONS:

1. Motivated, resourceful and flexible individual with ability to multitask. Fast learner comfortable working individually and as a team member in a fast-paced and changing environment.
2. Experience working within a community health center setting or directly with community health centers preferred.
3. Knowledgeable about the public health issues including the social determinants of health that impact AA and NHPI communities strongly preferred.
4. Master Degree in a health related field or commensurate experience preferred.
5. Extraordinary detail-oriented with excellent organizational and strategic planning skills, with the ability to assess, prioritize and manage a varied and demanding workload under pressure and with tight deadlines, while maintaining a high bar for quality.
6. Experience with program development, management, and evaluation required.
7. Experience in curriculum development, adult learning approaches, and facilitation of groups/presentations required.
8. Possess excellent written and verbal communications skills.
9. Possess excellent task-management and organizational skills.
10. Possess excellent creative problem solving and leadership skills.
11. Experience with online conferencing forum moderation preferred.
12. Proficiency with MS Office, Mac OSX and management and conferencing technologies (e.g., Google Documents, Cisco Webex, Go-to-Meeting, Zoom, etc.) preferred or willing and able to learn quickly.
13. Must support and demonstrate ability to implement the mission and goals of AAPCHO.

OUR VALUES

The following shared values underlie every aspect of AAPCHO and its member health centers' functions and operations:

- *Health care is a right not a privilege* - All people must have access to affordable quality care, regardless of language, culture, immigration status and ability to pay. No one is turned away due to inability to pay and our services and policies are designed to eliminate barriers and provide access to all.
- *Wellness* - Health is much more than the absence of disease. It includes physical, mental and spiritual well-being for individuals, families and communities. We acknowledge and respect different definitions of wellness and health within our communities.
- *Community Accountability and Empowerment* - Communities are the experts on their own health and essential participants in the health of their communities, families and selves. Our services and programs are informed by and responsive to community voices.
- *Diversity as Strength* - AA and NHPI communities are rich in diversity of language, cultural heritage, spirituality, history, experience, health beliefs and practices. Many have undergone the hardships of war, colonization, poverty, or immigration to a foreign land. We honor and value the strengths of every culture and individual.
- *Collaboration Among Communities of Color* – Communities of color share a history of disparities and exclusion as well as a common interest in health and health care equity. Through collaboration, we learn from each other and grow stronger, while overcoming distrust and divisions that are fostered by competition for limited resources.

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.

APPLICATION PROCEDURES:

Send cover letter detailing your interest and qualifications and resume to TA-PM@aapcho.org, Subject Line: TA-PM 2020.

Applications without cover letters will not be considered. Interviews will be granted according to the qualifications of the applicant.

Last Updated: July 9, 2020