



Job Announcement

Position:	Associate Director, Health Equity
Department:	Community Services and Partnerships
Reports To:	Director of Community Services and Partnerships Training and Technical Assistance Director
FTE:	1.0 FTE
Salary Range:	\$62,750.00 - \$81,550.00 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 (NHPIs). 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 serve those needs.

AAPCHO's mission is dedicated to promoting advocacy, collaboration, and leadership that improves the health status and access of AAs and NHPIs 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 Associate Director, Health Equity reports to both the Director of Community Services and Partnerships (DCSP) and Training and Technical Assistance Director, and will also work closely with the Executive Director, Director of Research, and Development and Public Affairs department staff.

The Associate Director will manage AAPCHO's national training and technical assistance (T/TA) activities and is a key member of the health center engagement and dissemination team. Additionally, the Associate Director will lead the technical assistance and consulting components of AAPCHO's priority areas for health centers and partnering organizations across the U.S. and its Territories.

The Associate Director is jointly responsible for program development, planning, monitoring, reporting, operations, and evaluation related to:

1. AAPCHO's National Health Center Training and Technical Assistance Partners (NTTAP) Cooperative Agreement with the Bureau of Primary Health Care
2. Contract agreement with the Centers for Disease Control and Prevention (CDC) and the Asian Pacific Islander American Health Forum regarding COVID-19 Infection Protection Control and Forging Partnerships/Community Response
3. CDC's Health Systems and Worker Safety Task Force Cooperative Agreement.

Training and technical assistance priorities for the aforementioned programs include promoting health equity, specifically in the areas of addressing stigma related to COVID-19, increasing access to care, adopting infection protection control, promoting culturally responsive care, and facilitating worker safety for underserved AAs and NHPs.

The Associate Director will work closely with the DCSP and T/TAD to develop, coordinate, and implement AAPCHO's training and technical assistance activities to strengthen the capacity of community health centers and, in particular AA- and NHP-serving health centers and community-based organizations that partner with health centers. Travel is required for this position, however it is currently suspended due to COVID-19.

The primary responsibilities of the Associate Director are as follows:

Administrative: (5%)

- Responsible for co-managing the administrative functions related to the Bureau of Primary Health Care, CDC, and CDC-related contracts.
- Provide communication to the Training and Technical Assistance Director regarding timeline and status of Bureau of Primary Health Care and CDC related administrative requirements, including annual progress reporting, fund renewal applications, and program budget management.
- Management of grant proposals and renewal processes and contract monitoring of all assigned programs.

Development: (10%)

- Provide support of fee for service opportunities for AAPCHO T/TA services, working with the Training and Technical Assistance Director, Director of Community Services and Partnerships, and Director of Development and Public Affairs.
- Provide guidance and inform the Training and Technical Assistance Director of T/TA contracts and opportunities for expansion.

Programmatic and Project Management: (30%)

- Co-lead AAPCHO's COVID-19 Response Team activities and member health center engagement to gain input on strategic priorities for AAPCHO's T/TA programs and projects.
- Develop, implement, monitor, and evaluate training and technical assistance scope of services, focused on COVID-19 impact on AA and NHP 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), Health Center Control Networks (HCCNs), and health departments in accordance with AAPCHO's technical assistance project goals and areas of content expertise.
- Manage subcontracts with individual and organizational partners.
- Coordinate site visits and committee meetings (teleconference and face-to-face) with project partners.
- Manage the writing and submitting of required progress reports/updates to funding entities.
- Track, analyze, and respond to technical assistance requests.
- Contribute to the development of AAPCHO's T/TA website and oversee coordination of website content with the Community and Engagement Specialist.
- Creatively improve project workflow and efficiency.
- Other duties as requested by the Training and Technical Assistance Director and Director of Community Services and Partnerships.

Communications and Advocacy: (20%)

- 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.
- Manage the outreach and marketing efforts related to the engagement project by working with Development and Public Affairs staff to proactively reach out to health centers, primary care associations, health networks and partner organizations.
- Develop, strengthen, and maintain partnerships with local, state, regional and national organizations involved in community health center development and/or advocacy.
- Cultivate relationships and maintain consistent communication with funders, subcontractors, consultants, partners, and other key stakeholders, in collaboration with the Training and Technical Assistance Director and AAPCHO senior leadership.

Service Design, Innovation, and Integration (10%)

- Manage AAPCHO's COVID-19 Response Team activities and stakeholders invested in COVID-19 screening, diagnosis, management, treatment, and capacity building for providers.
- Lead a cross-functional project team (programs, policy, research, and public affairs) and partners to deliver high quality training events. This includes the development of service blueprints, user research, and a learning management system that supports AAPCHO's organizational and strategic goals.

- Partner with national stakeholders to manage the training and technical assistance needs that incorporate service design practice tools and methodologies.

Supervision: (10%)

- Provide direction for the T/TA team and participate in performance evaluation, as needed.
- 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.

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 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. Minimum of 4 years of experience managing federal, state, and local grants management processes.
3. Minimum of 5 years of experience working within a community health center setting or directly with community health centers.
4. Commitment and experience working within and/or directing health equity-centered programming and services. Knowledgeable about the public health issues including the Social Determinants of Health that impact AA and NHI communities strongly preferred.
5. Master Degree in a health related field or commensurate experience preferred.
6. 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.
7. Experience with program development, management, and evaluation required.
 8. Experience in curriculum development, adult learning approaches, and facilitation of groups/presentations required.
 9. Possess excellent written and verbal communications skills.
 10. Possess excellent task-management and organizational skills.
 11. Possess excellent creative problem solving and leadership skills.
 12. Experience with online conferencing forum moderation preferred.
 13. 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.
 14. 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:

Please send a cover letter detailing your interest and qualifications and resume to ADHE@aapcho.org, Subject Line: Associate Director, Health Equity.

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

Last Updated: September 1, 2020