



## Job Announcement

Position: Program Coordinator  
Salary: \$ 40-46k  
Start Date: October 15, 2014  
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 other Pacific Islander (AA&NHOP) 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:

The Program Coordinator reports to the Program Director of Technical Assistance and will also work closely with the Executive Director, Director of Programs, and Director of Communications. The Program Coordinator will coordinate AAPCHO's program activities to strengthen the capacity of community health centers and potential health center-applicants serving AA&NHOPs. Travel is required. **The primary responsibilities of the Program Coordinator are as follows:**

#### **Programmatic: (65%)**

- Develop, implement, monitor, and evaluate program plans based on sound public health practices
- Manage multiple subcontracts with individual and organizational partners
- Coordinate site visits and committee meetings (teleconference and face-to-face) with project partners
- Write and submit required progress reports/updates to funding entities
- Track, analyze, and respond to technical assistance requests
- Coordinate the maintenance of AAPCHO's technical assistance website
- Creatively improve project workflow and efficiency
- Other duties as requested by the Executive Director or Director of Programs.

#### **Communications/Media/Advocacy: (15%)**

- Represent AAPCHO at local, state, regional, and national conferences or other similar events.
- Develop and update health education and advocacy tools such as fact sheets and policy briefs.

- Develop, strengthen, and maintain partnerships with local, state, regional and national organizations involved in community health center development and/or advocacy.
- Maintain consistent communication with funders, subcontractors, consultants, and partners.

**General Agency (20%)**

- Foster an environment that promotes trust and cooperation amongst staff, management, and clients.
- Participate in 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. Support and implement the mission and goals of AAPCHO
2. Master Degree in a health related field or commensurate experience
3. Experience with program management
4. Proficiency with MS Office, Mac OSX and new technologies (e.g., Google Documents, Cisco Webex, Go-t0-Meeting, etc.)
5. Ability to multi-task comfortably as a team member in a fast paced office.
6. Possess excellent written and verbal communications skills.
7. Possess excellent task-management and organizational skills.
8. Possess excellent creative problem solving and leadership skills
9. Be knowledgeable about the public health issues affecting Asian American/Native Hawaiian/Pacific Islander communities
10. Experience with Salesforce is a plus.
11. Experience with online forum moderation is a plus.
12. Experience within a community health center setting preferred.

**APPLICATION PROCEDURES:**

Send cover letter and resume to [TA-PC@aapcho.org](mailto:TA-PC@aapcho.org), Subject Line: TA-PC 2014.

Interviews will be granted according to the qualifications of the applicant. AAPCHO is an equal opportunity employer. Women and people of color are encouraged to apply.