



### **Job Announcement**

**Position:** Program Coordinator, Training and Technical Assistance  
**Department:** Programs and Services  
**Reports To:** Associate Director of Training and Technical Assistance and Associate Director of Health Equity  
**FTE:** 1.0 FTE  
**Salary Range:** \$49,600.00 - \$59,500.00 Annually DOE  
**Start Date:** September 1, 2021  
**Deadline to File:** Until Filled  
**Location:** Remote; California or Washington D.C. preferred

### **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 (NH/PIs). The goal of these organizations was to create a national voice to advocate for the unique and diverse health needs of AA and NH/PI 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 NH/PIs within the United States, its territories, and freely associated states. Our vision is to be a national leader and critical voice for AA and NH/PI 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 Coordinator, Training and Technical Assistance (PC of T/TA) reports to both the Associate Director of Training and Technical Assistance (AD of T/TA) and Associate Director of Health Equity (AD of HE), and will also work closely with the Deputy Director, Director of Strategic Initiatives and Partnerships, members of the T/TA and Research team, and Development and Public Affairs team.

The Program Coordinator will support 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 Program Coordinator will help streamline the cross-programs T/TA offerings based on AAPCHO's Board priority areas for members and strategic plan for health centers as well as partnering organizations across the continental U.S., Hawai'i, and the U.S.-Affiliated Pacific Islands.

The Program Coordinator portfolio may include the following:

1. **AAPCHO's National Health Center Training and Technical Assistance Partners (NTTAP) Cooperative Agreement (Funder: Bureau of Primary Health Care)**
2. **AAPCHO COVID-19 Response Programs and Services**
  - a. **American Rescue Plan COVID-19 National T/TA (Funder: Bureau of Primary Health Care)**
  - b. **National COVID-19 Resiliency (Funder: Morehouse School of Medicine)**

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 NH/PIs.

The Program Coordinator will work closely with the AD of T/TA and AD of HE to help develop, coordinate, and implement AAPCHO's training and technical assistance activities to strengthen the capacity of community health centers and, in particular AA- and NH/PI-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 Program Coordinator are as follows:**

**Administrative: (20%)**

- Coordinate membership and partnership meetings, including meeting agenda development, attendee confirmations, and phone/video conference management.
- Document detailed minutes for meetings and track action items for internal teams.
- Maintain membership and partnership databases.
- Manage program files and documents through various online file storage including but not limited to Google Drive and Dropbox.
- Contribute to the development of AAPCHO's website and T/TA project pages, as well as oversee coordination of website content, including resources, with the Associate Manager, Communications and Engagement.

**Programmatic and Project Management: (60%)**

- Assist with the development and implementation of training and technical assistance scope of services across multiple programs, including AAPCHO's COVID-19 Response Team activities.
- Support with the development of publication materials and resources for T/TA designed for and with input from health center audiences. This may include blogs, briefs, info-graphics, case studies, and other training tools/supports.

- Support onsite and online training events to health centers, Primary Care Associations (PCAs), Health Center Control Networks (HCCNs), and community-based organizations in accordance with AAPCHO's technical assistance project goals and areas of content expertise, including email communication to coordinate activities among multiple partners, 3-6-month evaluation requests for trainees, and calendaring activities.
- Track, analyze, and respond to technical assistance requests.
- Coordinate the maintenance of AAPCHO's technical assistance project pages and resources on the website.
- Creatively improve project workflow and efficiency (e.g., project management tools, task management dashboards).
- Other duties as requested by the AD of T/TA and AD of HE.

#### **Communications and Advocacy: (10%)**

- Work with Development and Public Affairs staff to assist in the planning of publication/resource promotion via external communications, including but not limited to email, AAPCHO partner listservs, social media, and website, and represent AAPCHO at local, state, regional, and national conferences or other similar events.
- Coordinate 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, PCAs, HCCNs and partner organizations.
- Maintain training partnerships with local, state, regional and national organizations involved in community health center development and/or advocacy.
- Contribute to the development of AAPCHO's website and T/TA project pages, as well as oversee coordination of website content, including resources, with the Associate Manager, Communications and Engagement.
- Maintain consistent communication with partners and key stakeholders, in collaboration with the directors, associate directors, and program managers.

#### **Service Design (5%)**

- Coordinate with cross-functional project team (programs, policy, research, and public affairs) members 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.
- Support the partnerships with state, regional, national stakeholders to address the T/TA needs that incorporate service design practice tools and methodologies.

#### **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 and AD of HE.
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- Participate in agency functional teams and ad-hoc committees.
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- Represent AAPCHO in meetings and conferences, as appropriate.
- Provide logistical support on project activities as needed.
- Other duties as requested by the Director of Strategic Initiatives and Partnerships

#### **QUALIFICATIONS:**

1. Bachelor's Degree in public health or health related field preferred or commensurate with experience.
2. Possess knowledge of community health centers and/or community-based organizations' mission and values, and services for underserved communities.
3. Knowledgeable about AAand NH/PI community health issues.
4. Motivated, resourceful and flexible individual with ability to multitask. Fast learner and comfortable working individually, and as a team member, in a fast-paced and changing environment.
5. Proficiency with Mac OSX, MS Office, Zoom, and Google Suite (Google Drive, Google Documents, Google Sheets, Google Slides), and able to learn other platforms quickly.
6. Experience with the coordination of multiple grant-funded programs and reporting to multiple supervisors.
7. Possess excellent task-management and organizational skills.
8. Possess excellent interpersonal skills, and written and verbal communications skills.
9. Extremely detail-oriented and ability to assess, prioritize and manage a varied and demanding workload under pressure and with tight deadlines, while maintaining a high bar for quality.

10. 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 NH/PI 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.

To learn more about our policy principles, read them [here](#).

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 [TA-PC@aapcho.org](mailto:TA-PC@aapcho.org), Subject Line: Program Coordinator, Training and Technical Assistance.

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

*Last Updated: July 20, 2021*