



## **JOB ANNOUNCEMENT**

**Position:** Executive Coordinator  
**Reports to:** Executive Director  
**Salary:** \$58,000 - \$65,000 (1.0 FTE)  
**Start Date:** ASAP  
**Deadline to File:** Until filled  
**Location:** AAPCHO's California 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 (NHs), and Pacific Islanders (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 Executive Coordinator is a confidential position responsible for the administrative support of the Executive Director of a national membership association. The Executive Coordinator is responsible for timely completion of office tasks: coordination of membership and board communications; assist the Executive Director in travel arrangements; coordinate meetings between the Executive Director with internal and external parties; and provide overall support to the Executive Director. As needed, the Executive Coordinator will also perform other assignments and projects as requested by the Executive Director. Specific duties include but are not limited to:

### **The primary responsibilities of the Executive Coordinator are as follows:**

- Provide the Executive Director with administrative coordination and support including: managing schedules, meeting set-up, and meeting and calendar logistics as well as providing background research in preparation for meetings and events, ensuring appropriate follow-up, and maintaining Salesforce and other organizational files and electronic information;
- Provide the Executive Director with travel related support (ie. securing air/lodging, coordinate and confirm meeting schedules with funders, policy makers, and other third parties; completion of meeting registration and submission of travel documentation);



- Maintain communications with Board members, funders, policy makers, members, other health organizations, and other third party organizations as determined by the Executive Director;
- Travel required, minimally to in-person Board of Directors meetings but other travel opportunities may be available.
- Facilitate AAPCHO staff communication with Executive Director and collaborate closely with other staff who function in roles that support and advance the Executive Director's priorities, to support the rhythm of the organization, and to advance system-level projects and activities.
- Assist in the organization, coordination, and planning of association events including conferences, in-person or virtual meetings.
- Coordinate and staff meetings with members of the Board & Board committees, including regular teleconference/Zoom meetings with the Executive Committee and the quarterly Board of Directors meeting;
- Support the Executive Director; convene and follow up internal team and staff meetings with scheduling, taking minutes, liaise between departments and other follow-up activities as needed;
- Facilitate Executive Director approval of AAPCHO departmental requests;
- As requested by the Executive Director, assists the AAPCHO staff with various administrative and operation activities;
- Currently, must be able to remotely work from home, but in the future the position may be required to work in-person at the California office.
- Perform other duties as requested by the Executive Director



## **QUALIFICATIONS:**

1. A minimum of 3+ years experience in an administrative capacity required.
2. A commitment to providing excellent customer-oriented communications skills with Board members, policy makers, donors, funders, or other internal/external clients.
3. Good writing and oral communication skills required
4. Strong familiarity with Mac OS-based computers and Windows, experience with Google Docs, Microsoft Office suite: Word, Excel, & PowerPoint required (MS Access-preferred).
5. Experience operating standard office equipment.
6. Very strong organizational skills.
7. Regularly demonstrates initiative and ability to prioritize and handle various tasks.
8. Knowledge and understanding of public health and Asian American, Native Hawaiian and Other Pacific Islander community health issues helpful.
9. Due to Executive Director regular travel, must be able to work independently and in a team environment.
10. Commitment and ability to support and implement the goals and objectives 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 NHOPI 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 a cover letter detailing your interest and qualifications and resume to [ecposition@aapcho.org](mailto:ecposition@aapcho.org) with subject line: Executive Coordinator Application

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