

Job Announcement

Position: Program Assistant (Contract)
Department: Programs and Services
Reports To: Director of Strategic Initiatives and Partnerships
FTE: Full-Time (1.0 FTE)
Salary Range: \$40,000.00 - \$48,000.00
Contract Start Date: ASAP
Contract End Date: November 30, 2021
Location: Remote, travel is not required for this position

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, NH, and 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, NHs, and PIs within the United States, its territories, and freely associated states. Our vision is to be a national leader and critical voice for AA, NH, and 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 Assistant is principally responsible for providing assistance for AAPCHO's national programs and services focused on Enabling Services workforce development, Social Determinants of Health data advocacy, and chronic/infectious diseases management to promote health equity for AA, NH, and PI communities. The Program Assistant helps implement AAPCHO's various initiatives to strengthen the capacity of community health centers, community-based organizations, and related partners.

The Program Assistant's portfolio may include the following:

- AAPCHO COVID-19 Response Programs and Services
- COVID-19 Community Health Worker National Workforce Access Program (Funder: Health Resources & Services Administration)
- National Health Center Training and Technical Assistance Partners Cooperative Agreement (Funder: Bureau of Primary Health Care)
- [Pacific Islander Center of Primary Care Excellence \(PI-CoPCE\)](#) Workforce Development
- Tuberculosis Elimination (Funder: CDC)

The Program Assistant is responsible for collaborating with an interdisciplinary team of senior directors, associate directors, and program managers to deliver impactful results on AAPCHO's initiatives. The Program Assistant reports to the Director of Strategic Initiatives and Partnerships and supports the Associate Directors and Program Managers of the Training and Technical Assistance (T/TA) and Research teams at AAPCHO. The Program Assistant will also work closely with the Deputy Director and the Department of Development and Public Affairs.

The Program Assistant will also work closely with, and depending on project scope, report to the Public Health Program Evaluator and Technical Assistance Lead of the Pacific Islander Center of Primary Care Excellence (PI-CoPCE) initiative.

This position is expected to conclude on November 30, 2021, with a potential opportunity for permanent hire depending on the availability of grant resources.

The primary responsibilities of the Program Assistant are as follows:

Administrative (30%)

- Coordinate membership and partnership meetings for AAPCHO and PI-CoPCE, 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.

Programmatic and Project Management: (50%)

- Support the implementation of training and technical assistance scope of services, focused on Enabling Services workforce development, Social Determinants of Health data advocacy, and chronic/infectious diseases management.
- Assist with live online training events for health centers and community-based organizations in accordance to project goals and areas of content expertise.
- Coordinate internal and external deadlines for required progress reports/updates to funding entities.
- Track technical assistance requests by external contacts.
- Other duties as requested by the Director of Strategic Initiatives and Partnerships and/or the Public Health Program Evaluator and Technical Assistance Lead of the Pacific Islander Center of Primary Care Excellence (PI-CoPCE) initiative.

Communications and Advocacy: (10%)

- Coordinate the maintenance of AAPCHO and PI-CoPCE's technical assistance websites.
- Assist with the coordination and development of publications and resources for health centers and community-based organizations. This may include blogs, briefs, info-graphics, case studies, and other training tools/supports.

- Support the development and maintenance of partnerships with local, state, regional and national organizations involved in community health center and/or community-based organization development and/or advocacy.
- Maintain consistent communication with partners and key stakeholders, in collaboration with the senior directors, associate directors, and program managers.

Service Design, Innovation, and Integration (5%)

- 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, members, and partners.
- 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 and/or PI-CoPCE 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 or commensurate experience preferred.
2. Possess knowledge of community health centers and/or community-based organizations' mission and values, and services for underserved communities.
3. Knowledgeable about AA, NH, and 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. Possess excellent task-management and organizational skills.
7. Possess excellent interpersonal skills, and written and verbal communications skills.
8. 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.
9. 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 NHPH 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:

Send a cover letter detailing your interest and qualifications and resume to PA@aapcho.org, Subject Line: Program Assistant.

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

Updated as of July 9, 2021