



A P P E A L

ASIAN PACIFIC PARTNERS FOR EMPOWERMENT, ADVOCACY AND LEADERSHIP
300 Frank H. Ogawa Plaza, Suite 620, Oakland, CA, 94612
Tel: (510) 272-9536, Fax: (510) 272-0817, <http://www.appealforcommunities.org>

Job Announcement

Position: Executive Assistant
Salary: (1.0 FTE) DOE
Start Date: TBD
Deadline to File: Until filled

Organizational Description:

Asian Pacific Partners for Empowerment, Advocacy and Leadership (APPEAL) is a national non-profit organization whose mission is to champion social justice and achieve parity and empowerment for Asian Americans, Native Hawaiians and other Pacific Islanders (AAPIs). APPEAL has been a national leader in supporting community-led movements through advocacy and leadership development on critical health justice issues including tobacco control and food policy.

APPEAL's accomplishments include:

- * training of over 500 leaders from the AAPI community and other diverse communities
- * launching major advocacy campaigns on countering tobacco industry targeting
- * creating effective models on leadership development, health policy and community readiness
- * implementing a comprehensive technical assistance and training program for diverse communities
- * involving youth in innovative community participatory research projects

SUMMARY OF RESPONSIBILITIES AND DUTIES:

Under the supervision of the APPEAL Executive Director, the Executive Assistant is responsible for providing administrative support and fiscal assistance to the Executive Director. The Executive Assistant is also responsible for providing bookkeeping and accounting support to the organization. APPEAL is seeking a responsible, self-motivated, detail-oriented and organized individual to assume this role.

1. Provides administrative support to the Executive Director including, but not limited to, drafting correspondence, preparing reports and presentations, scheduling meetings and managing calendar;
2. Provides fiscal support to the Executive Director including, but not limited to, handling reimbursements, data entry of expenses, basic bookkeeping, communication with vendors, compiling financial reports and documents;
3. Communicate with key partners including APPEAL Board of Directors, advisory committee funders, network members and policy makers on behalf of the Executive Director;
4. Assist with making travel arrangements, and coordinating board and advisory committee meetings and other major events;

5. Providing additional support to the Executive Director and other staff including photocopying, word processing, filing, and faxing;
6. Provides fiscal support to contracts and accounting including but not limited to: payroll, accounts payable, accounts receivable;
7. Ensure smooth operation of office including ordering of supplies, maintenance of office supply inventory, mail distribution and other similar duties;
8. Assist with the compiling of funding proposals and other major documents and reports;
9. Assist with providing technical support for office equipment including computers;
10. Contributes to the development of a team effort encouraging growth, professionalism and collective and active participation of program staff and partners;
11. Assist in activities promoting the mission and vision of the organization including but not limited to: advocacy, programmatic, special events, staff meetings and retreats;
12. Performs other duties as requested by APPEAL Executive Director.

QUALIFICATIONS:

1. At least three years of experience in administrative assistance required.
2. Accounting and/or other fiscal experience desired.
3. Strong organizational skills required.
4. Excellent interpersonal skills and ability to establish positive relationships with individuals from communities and other organizations required.
5. Excellent verbal and written communications skills required.
6. Time-management skills and the ability to multi-task required.
7. Proficiency with PC-based computers and Windows, experience with Microsoft Office suite: Word, Excel, Outlook required, Access and PowerPoint strongly desired. Proficiency using the Internet and Quickbooks desired.
8. Interest and ability to support others strongly desired.
9. Experience at developing office systems desired.
10. Understanding of and experience working with Asian American/Pacific Islander communities desired.
11. Experience and knowledge of tobacco control or related field helpful.
12. Commitment and ability to support and implement the goals and objectives of APPEAL.

Application Procedures:

Email resume to: appeal@aapcho.org

OR

Send resume to: APPEAL
Hiring Committee
Executive Assistant
300 Frank H. Ogawa Plaza, Suite 620
Oakland, CA 94612

Interviews will be granted according to the qualifications of the applicant. APPEAL is an equal opportunity employer. Women, Native Hawaiian, Pacific Islander and people of color are encouraged to apply.