



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: Health Communications Coordinator
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 (AA&NHPIs). 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 AA&NHPI 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 Health Communications Coordinator is responsible for providing support to key communication and media-related activities for APPEAL. The Health Communications Coordinator will also be responsible for helping to implement APPEAL's fundraising plan including securing donations from individual donors. APPEAL is seeking a responsible, self-motivated, detail-oriented and organized individual to assume this role.

Communications

1. Draft, edit and disseminate APPEAL documents, updates as well as media and advocacy bulletins related to tobacco and other social justice issues;
2. Work with the APPEAL Executive Director to assess the communication needs of the organization and develop an overall plan and communications strategy;
3. Assist with the implementation of APPEAL's communication plan and selected campaigns;
4. Work with APPEAL staff and APPEAL Board of Directors to ensure consistent and appropriate message delivery;
5. Provide media and communication technical assistances as needed;

6. Develop and nurture media contacts;
7. Contribute to improving communications internally and externally for the organization;

Fund Development

8. Develop and maintain a donor database;
9. Draft communications to APPEAL members, donors and potential donors;
10. Assist in organizing fundraising events and activities;
11. Assist with the writing and editing of grant proposals and reports;

Other

12. Contribute to the development of a team effort encouraging growth, professionalism and active participation of program staff;
13. Perform other duties as requested by APPEAL Executive Director.

QUALIFICATIONS:

1. Bachelors degree in communications, public health, public relations and/or related field, plus three years work experience or commensurate experience required.
2. An understanding and experience working with Asian American, Native Hawaiian and Pacific Islander (AA&NHPI) communities (and other diverse communities) required.
3. Experience in developing and implementing communication strategies for AA&NHPI communities and other diverse communities on health and social justice issues on the local and/or national levels required.
4. Excellent verbal and writing communication required.
5. Excellent interpersonal skills and ability to establish positive relationships with community members and organizations required.
6. Grant writing and fund development experience desired.
7. Self-motivated and the ability to work independently and maintain communication with the director and the overall program required.
8. Ability to contribute to a larger team.
9. Experience and knowledge of tobacco control or related field helpful.
10. Commitment and ability to support and implement the goals and objectives of APPEAL.

11. Proficiency with PC-based computers and Window, experience with Microsoft Office suite: Word, Excel, Outlook and Internet required, PowerPoint desired.

Application Procedures:

Email resume to: appeal@aapcho.org

OR

Send resume to: APPEAL
Hiring Committee
Health Communications Coordinator
300 Frank H. Ogawa Plaza, Ste. 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 Islanders and people of color are encouraged to apply.