



# 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: Office Manager  
Salary: (1.0 FTE) DOE  
Start Date: May 15, 2008  
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 Office Manager is responsible for coordinating administrative support for the organization and providing administrative support to the Executive Director. APPEAL is seeking a responsible, self-motivated, detail-oriented and organized individual to assume this role.

1. Coordinates administrative support to the organization including, but not limited to, ordering of supplies, maintenance of office supply inventory, mail distribution, computer systems support;
2. Provides administrative support to the Executive Director including, but not limited to, drafting correspondence, preparing reports and presentations, scheduling meetings and managing calendar;
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, event planning 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; basic bookkeeping, compiling financial reports and documents;
7. Assist with the compiling of funding proposals and other major documents and reports;
8. Assist with providing technical support for office equipment including computers;
9. Contributes to the development of a team effort encouraging growth, professionalism and collective and active participation of program staff and partners;
10. Assist in activities promoting the mission and vision of the organization including but not limited to: advocacy, programmatic, special events, staff meetings and retreats;
11. Performs other duties as requested by APPEAL Executive Director.

#### **QUALIFICATIONS:**

1. At least three years of experience in office management or administrative assistance required.
2. Strong organizational skills required.
3. Excellent interpersonal skills and ability to establish positive relationships with individuals from communities and other organizations required.
4. Excellent verbal and written communications skills required.
5. Time-management skills and the ability to multi-task required.
6. 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.
7. Accounting and/or other fiscal experience 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:

Send resume to:

APPEAL  
Hiring Committee  
Office Manager  
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 and people of color are encouraged to apply.