



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: Cross Cultural Technical Assistance and Training (TAT) Program Coordinator-
Oakland-based

Salary: DOE (1.0 FTE)

Start Date: November 15, 2007

Deadline to File: Until filled

Organizational Description:

Asian Pacific Partners for Empowerment, Advocacy and Leadership (APPEAL)- a national organization dedicated to eliminating tobacco and other health disparities: Since 1994, APPEAL has been working toward its mission of improving the health status of communities of color and LGBT communities with a major focus on tobacco prevention and control through capacity building, advocacy/policy and leadership development. APPEAL's accomplishments with priority populations include: the successful implementation of the LAAMPP cross cultural Leadership Institute, the launching of a website for priority populations on tobacco (www.tobaccopreventionnetworks.org), the provision of community competent technical assistance to diverse communities and national advocacy and policy initiatives on countering the tobacco industry and advancing parity for priority populations.

Summary of Responsibilities and Duties

Under the direction of APPEAL, the Cross Cultural TAT Program Coordinator is responsible for coordinating major aspects of a new statewide initiative called TAPP-INTO (Technical Assistance for Priority Populations to Implement a Norm change on TOBACCO) funded by Blue Cross Blue Shield of Minnesota. TAPP-INTO's goal is to work towards eliminating tobacco disparities for Minnesota's diverse communities including the African American, Southeast Asian American, Latino and Lesbian, Gay, Bisexual and Transgender (LGBT) communities. This position will include the following duties and responsibilities:

1. Commitment to the philosophy of TAPP-INTO, to build community capacity and to provide technical assistance and training in a community competent manner.
2. Work effectively with diverse communities and establish solid working relationships with Funded Organizations, community coalitions, Advisory Committee members, community leaders, TAPP-INTO staff, partners and TAT providers.

3. Coordinate TAT logistics with other TAPP-INTO staff and partners, such as locating and negotiating meeting venues, arranging hotel accommodations, coordinating travel, processing expense reimbursements, and ordering supplies.
4. Coordinate the assessment, promotion, provision and evaluation of community competent TAT services with other TAPP-INTO staff and partners.
5. Assist with the production and distribution of TAPP-INTO materials including curricula, TAT resources and evaluation materials.
6. Provide ongoing technical assistance, support, and follow up to TAPP-INTO participants as they implement their workplans and TAT plans.
7. Regularly communicate effectively about project and project-related issues to TAPP-INTO partners in Minnesota.

QUALIFICATIONS:

1. Ability to work effectively within and across diverse communities. Experience working with communities of color and LGBT communities is desired.
2. Ability to communicate effectively with program staff and stakeholders from throughout Minnesota and the U.S.
3. Self-motivated and having the ability to balance working independently and part of a diverse team.
4. Ability to multi-task, provide consistent follow up, and prioritize effectively.
5. Excellent verbal communication and writing skills required.
6. Experience in program coordination required.
7. Bachelor's degree in public health or other relevant field, plus three years work experience or commensurate experience required.
8. Proficiency with PC based computers and MS Office software required.
9. Some travel may be required including travel to Minnesota.
10. Experience and/or knowledge of tobacco control issues and/or other related health and social justice issues impacting communities of color and LGBT communities.

Women, people of color and LGBT applicants are encouraged to apply.

Please submit cover letter and resume by to:
Cross Cultural TAT Program Coordinator Hiring Committee
c/o APPEAL
300 Frank H. Ogawa Plaza, Suite 620
Oakland, CA 94612
or e-mail to appeal@aapcho.org