



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: Program Coordinator

Salary: (1.0 FTE) DOE

Start Date: Immediate

Deadline to File: Until filled

Organizational Description:

Asian Pacific Partners for Empowerment, Advocacy and Leadership (APPEAL) is a leading, national non-profit organization working toward social justice in the Asian American, Native Hawaiian and Pacific Islander (AA and NHPI) communities. The organization's mission is to champion social justice and achieve parity and empowerment for Asian Americans, Native Hawaiians and other Pacific Islanders by supporting and mobilizing community-led movements through advocacy and leadership development on critical public health issues.

APPEAL's accomplishments include:

- * training of over 600 leaders from the AA and 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

See www.appealforcommunities.org for more information.

SUMMARY OF RESPONSIBILITIES AND DUTIES:

Under the supervision of the APPEAL Executive Director and Program Manager, the Program Coordinator is responsible for coordinating network activities focused on reducing premature death and disability related to chronic diseases by bringing about environmental and policy changes in the areas of tobacco control, healthy eating and active living.

This position will include the following duties and responsibilities:

1. Plan, implement, monitor and troubleshoot project activities and progress.
2. Provide ongoing community competent technical assistance, support, and follow-up to partner organizations to build community capacity.

3. Monitor, gather, and analyze national, state and local policies affecting tobacco control, healthy eating and active living (HEAL) and other AA and NHPI community issues
4. Assist Executive Director with developing APPEAL advocacy/policy objectives and overseeing the implementation of advocacy/policy activities
5. Assist with the writing and dissemination of Network materials, including bulletins on policy issues related to HEAL and other social justice issues, newsletters, social media news bits, factsheets, toolkits, case studies to APPEAL network members
6. Responsible for accurate, timely and proper documentation; ensure that contractual obligations, requirements and protocols are met; as well as participate in regular communication with funders
7. Develop and implement multi-prong communication plan for partnership cultivation and management, including social media use and production
8. Represent APPEAL at conferences, meetings and other events
9. Work effectively with diverse communities and maintaining consistent communication with community partners, coalitions, and community leaders
10. Assist in organizing APPEAL events and activities
11. Contribute to the development of a team effort encouraging growth, professionalism and active participation of program staff
12. Perform other duties as requested by APPEAL Executive Director or Program Manager.

QUALIFICATIONS:

1. Masters degree in public policy, public health, or related field plus three years work experience or commensurate experience required.
2. Understanding of and experience working with Asian American, Native Hawaiian and Pacific Islander communities (and other diverse communities) required.
3. At least 2 years of experience in program coordination as well as developing and implementing communication strategies for AA and NHPI communities and other diverse communities on health and social justice issues on the local and/or national levels required.
4. Demonstrated capacity in developing and implementing health policy social marketing campaign, social media use and production, partnership cultivation and management desired.
5. Ability to work effectively with cross-cultural communities. Experience working with communities of color is desired.

6. Ability to advocate for AA and NHPI communities on issues including those related to healthy eating and active living and its risk factors and other social justice areas.
7. Experience in advocacy at both the grassroots and national levels strongly desired.
8. Experience in legislative policy work desired.
9. Excellent interpersonal skills and ability to establish positive relationships with community members and organizations required.
10. Self-motivated and having the ability to balance working independently and part of a diverse team.
11. Ability to multi-task, provide consistent follow-up, and prioritize effectively.
12. Strong verbal communication and writing skills required.
13. Proficiency with PC-based computers and Window, experience with Microsoft Office suite: Word, Excel, Outlook and Internet required, PowerPoint desired.

COMPENSATION:

This is full-time position. APPEAL offers a generous benefits package including medical, dental and life insurance.

Application Procedures:

Send resume to: APPEAL Hiring Committee:

Program Coordinator

300 Frank H. Ogawa Plaza, Ste. 620

Oakland, CA 94612 or email to appeal@appealforhealth.org

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