



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

APPEAL (Asian Pacific Partners for Empowerment, Advocacy and Leadership)

Position:	Program Assistant
Salary:	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 justice in the Asian American, Native Hawaiian and Pacific Islander (AA&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 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

GENERAL REQUIREMENTS:

We are seeking a responsible, self-motivated, detail-oriented and organized individual to assist with APPEAL's administrative and programmatic work. Candidates must have sufficient understanding of and experience working with Asian American, Native

Hawaiian and Pacific Islander communities (and other diverse communities). The selected candidate will have strong organizational and communication skills (written and verbal) and be able to work independently.

SUMMARY OF RESPONSIBILITIES AND DUTIES:

Under the supervision of the APPEAL Director of Programs and Program Coordinator, the Program Assistant is responsible for providing programmatic and administrative support to the organization. Areas of responsibility include but are not limited to the following:

Responsibilities include:

1. Assist in compiling, updating, and maintaining current literature, materials and resource for the AA&NHPI community
2. Assist in the maintenance and updating of APPEAL websites as well as maintaining social media activities;
3. Manage systems for organizing available resources, educational materials, research and literature
4. Assist with updating and maintaining APPEAL publications, including factsheets,
5. Provide administrative support to program staff including drafting correspondence, scheduling meetings, copying, faxing, filing, and phone calls.
6. Assist in responding to requests for technical assistance and training, e.g. the dissemination of research and educational materials or referrals
7. Assist in the compiling of reports, presentations, proposals, and other major documents
8. Contribute to the development of a team effort encouraging growth, professionalism, and active participation of all staff
9. Perform other duties as requested

Qualifications:

1. Bachelor's degree in health related field or commensurate experience required
2. Experience with detailed oriented activities required; demonstrated experience with event planning and coordination preferred
3. Knowledge and understanding of Asian American Native Hawaiian and Pacific Islander community health issues required
4. Strong organizational skills required
5. Excellent verbal and writing communication skills required
6. Excellent interpersonal skills and ability to establish positive relationships with individuals from communities, community-based organizations, and other mainstream organizations required
7. Strong skills with PC-based computers, Windows XP, MS Office software, and the Internet required; experience creating presentations preferred
8. Experience and knowledge of tobacco control, food policy, active living or related field preferred
9. Ability to support and implement the goals and objectives of APPEAL required

Application Procedures:

Email Resume and Cover Letter to: PAposition@appealforhealth.org

Please include position in the title of the email.

OR

Send resume to:

APPEAL—Program Assistant
Hiring Committee
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.