



# 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 Manager  
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 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 600 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 Director of Programs, the Program Manager is responsible for managing all aspects of a new national initiative, funded by the CDC, called the National Asian American and Pacific Islander Network to Eliminate Health Disparities (NAPNHED). NAPNHED's goal is to eliminate health disparities in the diverse AA&NHPI community by providing community competent technical assistance, strengthening community partnerships and disseminating promising and proven practices on cardiovascular disease and its risk factors. This position will include the following duties and responsibilities:

1. Manage the assessment, promotion, provision and evaluation of community competent TAT services for the NAPNEHD Network.
2. Commitment to the philosophy of APPEAL, to build community capacity and to provide technical assistance and training in a community competent manner.

3. Ensures effective and ongoing communication with APPEAL network members, advisory committee members, leadership fellows, food policy and active living advocates and other AA and NHPI community organizations through meetings, teleconferences, correspondences, listservs and website development.
4. Supervises staff and assists with hiring, staff development and guidance.
5. Oversee meeting logistics with other staff and partners, such as locating and negotiating meeting venues, arranging hotel accommodations, coordinating travel, processing expense reimbursements, and ordering supplies.
6. Produce and distribute NAPNHED materials including CVD information, TAT resources and evaluation materials.
7. Provide ongoing technical assistance, support, and follow up to NAPNHED partner organizations.
8. Regularly communicate effectively about project and project-related issues to CDC.
9. Manages project records and budget to ensure that contractual obligations, requirements and protocols are met.
10. Ensures accurate and proper documentation and reporting which highlight the program's successes and challenges.
11. Assists with developing and writing proposals to ensure fiscal stability of APPEAL.
12. Promotes and represents APPEAL at national and local conferences and meetings through plenary presentations, workshop sessions and serving in an advisory capacity.
13. Provides leadership to APPEAL by building a team effort encouraging growth, professionalism and active participation among staff, advisory committee members, fellows and network members.
14. Provides oversight of evaluation and research-related activities, including program evaluation and research design, collecting of data, conducting of evaluation, analysis and dissemination of findings.
15. Perform other duties as requested by APPEAL Executive Director.

**QUALIFICATIONS:**

1. Bachelor's degree in public health or other relevant 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. Experience in program management required.

4. Knowledge of CVD risk factors, tobacco control issues and/or other related health and social justice issues impacting the AA&NHPI community desired.
5. Ability to advocate for AAPI communities on issues including those related to CVD and its risk factors and other social justice areas.
6. Experience in legislative policy work desired
7. Excellent interpersonal skills and ability to establish positive relationships with community members and organizations required.
8. Self-motivated and having the ability to balance working independently and part of a diverse team.
9. Ability to multi-task, provide consistent follow up, and prioritize effectively.
10. Excellent verbal communication and writing skills required.
11. Proficiency with PC-based computers and Window, experience with Microsoft Office suite: Word, Excel, Outlook and Internet required, PowerPoint desired.
12. Some travel may be required.

Application Procedures:

Email resume and cover letter to: [PMposition@appealforhealth.org](mailto:PMposition@appealforhealth.org)

Please include position title in subject line.

OR

Send resume and cover letter to: APPEAL—Program Manager  
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 and people of color are encouraged to apply.