



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 Program Coordinator (**Oakland-based**)

Salary: DOE (1.0 FTE)

Start Date: July 15, 2011

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 diverse 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 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 direction of APPEAL's Executive Director, the Cross Cultural TAT Program Coordinator is responsible for coordinating major aspects of a Minnesota statewide initiative on tobacco control, healthy eating and active living called TAPP-INTO. Funded by Blue Cross Blue Shield of Minnesota, TAPP-INTO's goal is to work towards eliminating tobacco, food and active living disparities for Minnesota's diverse communities including the African American, Southeast Asian American, Latino and Lesbian, Gay, Bisexual and Transgender (LGBT) communities. This position, to be based in the central Oakland office, will include the following duties and responsibilities:

1. Coordinate 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.
2. Coordinate TAT logistics with other TAPP-INTO staff and national partners, such as locating and negotiating meeting venues, arranging hotel accommodations, coordinating travel, processing expense reimbursements, and ordering supplies.
3. Coordinate the assessment, promotion, provision and evaluation of community competent TAT services with other TAPP-INTO staff and national partners.
4. Assist with the production and distribution of TAPP-INTO materials including curricula, TAT resources and evaluation materials.

5. Provide ongoing technical assistance, support, and follow up to TAPP-INTO participants as they implement their workplans and TAT plans.
6. Regularly communicate effectively about project and project-related issues to TAPP-INTO partners in Minnesota, national partners, APPEAL staff and other key partners and policymakers.
7. Commitment to the philosophy of TAPP-INTO, to build community capacity and power and to provide technical assistance and training in a community competent manner.
8. Contribute as a critical team members both to the team of TAPP-INTO and the team of APPEAL.
9. Provide other duties as requested by the Executive Director.

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. Master'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 highly desired.

Women, people of color and LBGT 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@appealforhealth.org**