

## **Job Announcement**

**POSITION:** Program Manager, Pacific Islander Diabetes Prevention Program  
**DEPARTMENT:** Programs and Services  
**REPORTS TO:** Associate Director of Chronic and Infectious Disease Initiatives  
**FTE:** 1.0 FTE  
**SALARY:** starting at \$55,200  
**START DATE:** February 2022  
**LOCATION:** Remote

### **ORGANIZATIONAL DESCRIPTION**

The Association of Asian Pacific Community Health Organizations (AAPCHO) was formed in 1987 by community health centers primarily serving medically underserved Asian, Asian American, Native Hawaiian, and Pacific Islander (A/AA and NH/PI) communities. The goal of these organizations was to create a national voice to advocate for the unique and diverse health needs of A/AA and NH/PI communities and the community health providers that serve those needs.

AAPCHO's mission is dedicated to promoting advocacy, collaboration, and leadership that improves the health status and access of A/AA and NH/PI communities within the continental U.S., Hawai'i, U.S. Territories, and Freely Associated States. Our vision is to be a national leader and critical voice for A/AA and NH/PI community health centers and consumers, ensuring that our communities have better access to affordable, high quality, and culturally and linguistically proficient health care.

### **POSITION/ROLE**

Funded through the Centers for Disease Control and Prevention (CDC), the Pacific Islander Diabetes Prevention Program (PI-DPP) goals are to 1) Increase the number of new organizations achieving full CDC-recognition in selected underserved counties/islands/atolls; 2) Increase the number of Native Hawaiian/Pacific Islander (NH/PI) participants meeting CDC recognition standards related to intensity and duration of participation in DPPs; 3) Increase the number of NH/PI participants that have the CDC-recognized lifestyle change program as a covered benefit by public or private payer or employer and; 4) Increase awareness and dissemination of best practices, resources, and tools to NH/PI communities and organizations. The Program Manager is also a critical member of the PI-DPP team providing leadership and support to PI-DPP, AAPCHO staff, and partners, requiring strong programmatic, organizational, and communication skills.

### **Programmatic: (70%)**

- Development, implementation, monitoring, and evaluation of training programs for PI-DPP project sites.
- Organize scheduling and communications amongst PI-DPP staff members, PI-DPP project sites, and consultants.

- Plan and coordinate virtual/in-person meetings and event activities (e.g. national conferences, meetings, trainings, teleconferences), including coordination of logistics for travel, lodging, meals, equipment, and speakers.
- Maintain and centralize PI-DPP materials and resources for all program materials developed by AAPCHO and PI-DPP partners through the course of the program.
- Coordinate development of program materials and resources (i.e. fact sheets, program profiles, impact reports, etc.) relevant to the program area.
- Provide capacity building and technical assistance to project sites regarding training logistics and content as appropriate.
- Development of program-related presentations for different audiences.
- Creatively improve project workflow and efficiency.
- Other duties as requested by the Associate Director of Chronic and Infectious Disease Initiatives.

#### **Administrative (10%)**

- Provide administrative support for PI-DPP documents, call schedules, and team-based communications internally with staff and externally with affiliate site partners and AAPCHO content experts.
- Organize administrative documents (e.g. contracts, invoices, etc.).
- Participate in the development and submission of progress reporting to CDC.
- Support processing of performance-based invoices to project sites.
- Support tracking of team activities.
- Other duties as requested by the Associate Director of Chronic and Infectious Disease Initiatives.

#### **Communications and Advocacy: (10%)**

- Work with AAPCHO Development and Public Affairs staff to assist in the planning of publication/resource promotion via AAPCHO partner listservs and represent AAPCHO at local, state, regional, and national conferences, or other similar events.
- Enhance and manage the PI-DPP website and resource portal for project sites.
- Cultivate relationships and maintain consistent communication with funders, project sites, consultants, and other key stakeholders, in collaboration with the Deputy Director and other AAPCHO senior leadership.

#### **General Agency (10%)**

- Foster an environment that promotes trust and cooperation amongst staff, management, and clients.
- Attend staff, management, and program meetings, and staff retreats.
- Participate in agency functional teams and ad-hoc committees.
- Actively participate in planning agency-wide activities such as quarterly and annual retreats, volunteer activities, holidays, and other events.
- Represent AAPCHO in meetings and conferences, as appropriate.
- Provide logistical support on project activities as needed.
- Other duties as requested by the Associate Director of Chronic and Infectious Disease Initiatives.

## QUALIFICATIONS

1. Bachelor's Degree in Public Health, related field, or commensurate experience (Master's Degree preferred).
2. Experience in health education curriculum development and evaluation strongly preferred.
3. Experience with managing complex projects/programs.
4. Strong relationship-building skills.
5. Experience with NH/PI communities strongly preferred.
6. Knowledgeable about the public health issues including the social determinants of health that impact A/AA and NH/PI communities.
7. Experience in meeting facilitation.
8. Experience in event planning preferred.
9. Must be detail oriented and possess excellent task-management skills.
10. Possess excellent written and verbal communication skills.
11. Possess ability to multitask.
12. Commitment to a team-based approach in a fast-paced virtual environment
13. Strong computer software skills and experience with video conference software (Excel, PowerPoint, MS Office, Google Suite, project management software, Zoom Meetings, Zoom Conference).
14. Experience in a community-based organization preferred.
15. Must support and demonstrate ability to implement the mission and goals of AAPCHO.

## OUR VALUES

The following shared values underlie every aspect of AAPCHO and its member health centers' functions and operations:

- *Health care is a right not a privilege* - All people must have access to affordable quality care, regardless of language, culture, immigration status and ability to pay. No one is turned away due to inability to pay and our services and policies are designed to eliminate barriers and provide access to all.
- *Wellness* - Health is much more than the absence of disease. It includes physical, mental and spiritual well-being for individuals, families and communities. We acknowledge and respect different definitions of wellness and health within our communities.
- *Community Accountability and Empowerment* - Communities are the experts on their own health and essential participants in the health of their communities, families, and selves. Our services and programs are informed by and responsive to community voices.
- *Diversity as Strength* - A/AA and NHPI communities are rich in diversity of language, cultural heritage, spirituality, history, experience, health beliefs and practices. Many have undergone the hardships of war, colonization, poverty, or immigration to a foreign land. We honor and value the strengths of every culture and individual.
- *Collaboration Among Communities of Color* – Communities of color share a history of disparities and exclusion as well as a common interest in health and health care equity. Through collaboration, we learn from each other and grow stronger, while overcoming distrust and divisions that are fostered by competition for limited resources.

## **SELECTION PROCESS**

Applicants should submit materials electronically to [dpp-pm-hiring@aapcho.org](mailto:dpp-pm-hiring@aapcho.org) with subject line: PI-DPP Program Manager. Applications should include a one-page cover letter and resume. Applications without cover letters will not be considered.

*AAPCHO is an equal opportunity employer and provides opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.*