

## **JOB ANNOUNCEMENT**

**POSITION:** Program Manager, Infectious Diseases  
**DEPARTMENT:** Programs and Services  
**REPORTS TO:** Associate Director of Chronic and Infectious Disease Initiatives  
**FTE:** 1.0 FTE  
**SALARY:** \$55,200-\$69,000  
**START DATE:** Immediately  
**DEADLINE TO FILE:** Until Filled  
**LOCATION:** Remote - Preferred near TB Centers of Excellence (CA, FL, NJ, TX)

### **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 (A/AA) & Native Hawaiian/Pacific Islander (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**

The Program Manager of Infectious Diseases manages AAPCHO's national training activities focused on improving health outcomes by eliminating health disparities that disproportionately impact underserved A/AA and NH/PIs.

The Program Manager is principally responsible for managing programs related to maintaining and strengthening current tuberculosis (TB) control, COVID, and Hepatitis B priorities. Responsibilities include program development, planning, monitoring, operations, and evaluation related to AAPCHO's contract agreement with the Centers for Disease Control and Prevention (CDC), Division of TB Elimination and Department of Health and Human Services. The contract agreement requires the Program Manager to be responsible for outreaching to A/AA and NH/PI communities at risk for latent TB infection (LTBI)/TB disease, COVID-19, Hepatitis B, and the health care agencies that serve these populations.

The Program Manager reports to the Associate Director of Chronic and Infectious Disease Initiatives and works closely with the Executive Director, Deputy Director, and Director of Strategic Initiatives and Partnerships. The Program Manager will manage contract agreement goals, including provision of training and technical assistance, capacity building, partnership development, resource sharing, and network facilitation.

## **DUTIES & RESPONSIBILITIES**

### **Administrative (5%)**

- Responsible for coordinating the administrative functions related to the contract agreement with the CDC, Division of TB Elimination and Department of Health and Human Services.

### **Programmatic and Project Management (60%)**

- Responsible for management of the COVID-19 and Other Infectious Disease Response Network (CHERN) and TB Elimination Alliance (TEA) initiatives to provide training and technical assistance to partners who conduct culturally competent outreach to A/AA and NH/PI populations.
- Implement and evaluate CHERN and TEA's strategic initiatives and impact.
- Plan and coordinate virtual/in-person meetings and event activities (e.g., national conferences, meetings, trainings), including coordination of logistics for travel and speakers.
- Conduct proposal processes to identify mini-grant partners, monitor, and evaluate progress.
- Develop, implement, monitor, and evaluate training and technical assistance and mini-grant scope of services on sound public health practices.
- Collate and review existing materials and resources for training and technical assistance, and develop new publications designed for and with input from health center audiences. This may include briefs, infographics, case studies, and other training tools/supports.
- Provide onsite and/or online training events to health centers, Primary Care Associations (PCAs), Health Center Controlled Networks (HCCNs), community-based organizations, and public health departments.
- Track, analyze, and respond to technical assistance requests.
- Other duties as requested by the Associate Director of Chronic and Infectious Disease Initiatives and Director of Strategic Initiatives and Partnerships.

### **Communications and Advocacy (30%)**

- Ensure regular communication with local/state CHERN, Hepatitis B, and TEA partners and mini-grant organizations to ensure progress and ongoing identification of training and technical assistance needs.
- Work with AAPCHO Development and Public Affairs staff to assist in the planning of publication/resource promotion via AAPCHO, CHERN, and TEA partner listservs and represent AAPCHO, CHERN, and TEA at local, state, regional, and national conferences, or other similar events.
- Coordinate with the AAPCHO Development and Public Affairs department and partners to maintain the TEA website and social media accounts.
- Cultivate relationships and maintain consistent communication with funders, subcontractors, consultants, partners, and other key stakeholders, in collaboration with

the Associate Director of Chronic and Infectious Disease Initiatives and other AAPCHO senior leadership

### **General Agency Duties (5%)**

- Foster an environment that promotes trust and cooperation amongst staff, management, and clients.
- Attend staff, management, 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 Associate Director of Chronic and Infectious Disease Initiatives, Deputy Director, and Director of Strategic Initiatives and Partnerships.

### **QUALIFICATIONS**

#### **Required**

1. Strong writing, research, and oral communication skills.
2. Experience with program development, management, and evaluation.
3. Experience in curriculum development, adult learning approaches, and facilitation of groups/presentations.
4. Motivated, resourceful, and flexible individual with ability to multitask. Fast learner, comfortable working individually and as a team member, in a fast-paced and changing environment.
5. Possess ability to assess, prioritize, and manage a varied and demanding workload under pressure and with tight deadlines, while maintaining a high bar for quality.
6. Possess excellent creative problem solving and leadership skills.
7. Proficiency with MS Office, Mac OSX, project management and conferencing technologies (e.g., Zoom Meetings, Zoom Video Webinars).
8. Experience with digital communication tools including but not limited to social media platforms (e.g., Facebook, Twitter, YouTube), online publishing (e.g., WordPress), and cloud-based or other remote team software (e.g., Google Drive, etc.).
9. Some experience with design software (e.g., Adobe Creative Cloud, Canva), contacts database management systems (e.g., Salesforce), and survey tools (e.g., SurveyMonkey).
10. Must support and demonstrate ability to implement the mission and goals of AAPCHO.

#### **Preferred**

11. Experience working within a community health center setting or directly with community health centers.
12. Knowledgeable about public health issues, including the social determinants of health that impact A/AA and NH/PI communities.

13. Master's Degree in a health-related field or commensurate experience.

## 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 NH/PI 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.

## APPLICATION PROCEDURES

Applicants should submit a cover letter detailing interest and qualifications and resume to [Program\\_Manager\\_Hiring@aapcho.org](mailto:Program_Manager_Hiring@aapcho.org), with subject line: **Program Manager of Infectious Diseases**.

**Applications without cover letters will not be considered. Interviews will be granted according to the qualifications of the applicants.**

*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.*