



JOB DESCRIPTION

POSITION:	Data Specialist, CHW Workforce Collaborative (Contract)
DEPARTMENT:	Programs and Services
REPORTS TO:	Director of Strategic Initiatives & Partnerships
SALARY:	\$20-25/hour
TIME COMMITMENT:	10-20 hours/week
DURATION:	June 2022 - October 2022 with potential for extension
LOCATION:	Remote

Organization Description

The Association of Asian Pacific Community Health Organizations (AAPCHO) was formed in 1987 by community health centers primarily serving medically underserved Asian American (AA), Native Hawaiian, and 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 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 AA and NH/PI communities within the United States, its territories, and freely associated states. Our vision is to be a national leader and critical voice for 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 Health Resources & Services Administration (HRSA), the *CHW Workforce Collaborative* is a national partnership of community health organizations to expand local COVID-19 vaccine outreach and education initiatives. The goal of this initiative is to develop and support a community-based workforce that will engage in efforts to build vaccine confidence and bolster COVID-19 vaccinations in diverse communities.

The Data Specialist is a critical member of the internal *CHW Workforce Collaborative* team, providing technical duties related to data and necessary for the success of the program.

The primary responsibilities of the Data Specialist are as follows:

Data Support (90%)

- Data collection and cleaning for all programmatic activities including, but not limited to, monthly progress report data (representing up to 25 subrecipient organizations of the *CHW Workforce Collaborative*), aligning subrecipient/project site data submissions with the funder's template (metrics include CHW hiring progress; progress on vaccinations, outreach, education, and assistance efforts; and disaggregated demographic data), and internal program planning efforts
- Data aggregation from multiple sources (e.g., Excel template, SurveyMonkey submissions, completed paper tools)
- Identification of technical assistance needed related to data collection and reporting
- Processing data required for reporting and creating data visualizations
- Communication between AAPCHO staff and project sites related to data management and monitoring

General Agency (10%)

1. Attend staff, management, and program meetings, and staff retreats.
2. Participate in agency functional teams and ad-hoc committees.
3. Foster an environment that promotes trust and cooperation amongst staff, management, and clients.
4. Assist in advocacy activities promoting the mission and vision of the organization.
5. Participate in staff and program meetings
6. Participate in AAPCHO's functional teams and ad-hoc committees.
7. Represent AAPCHO in meetings and conferences, as appropriate.
8. Participate in agency activities such as quarterly and annual retreats, volunteer activities, holidays and other events.
9. Other duties as requested by the Director of Strategic Initiatives and Partnerships.

QUALIFICATIONS:

1. Bachelor's Degree in Computer Science, related field, or commensurate experience preferred.
2. Knowledgeable about the public health issues including the social determinants of health that impact Asian American, Native Hawaiian, and Pacific Islander communities.
3. Experience in database support preferred.
4. Must be detail oriented and possess excellent task-management skills.
5. Possess excellent written and verbal communication skills.

6. Ability to multitask .
7. Commitment to a team-based approach in a fast-paced virtual environment.
8. Strong computer software skills and experience with videoconference software (Excel, SurveyMonkey, PowerPoint, MS Office, Google Suite, project management software, Zoom Meetings, Zoom Conference).
9. Experience in a community-based organization experience preferred.
10. 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* - 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.

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.

APPLICATION PROCEDURES:



Please send a cover letter detailing your interest and qualifications and resume to data-specialist-hiring@aapcho.org, Subject Line: Data Specialist

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