



## **Job Announcement**

**POSITION:** Program Coordinator, CHW Workforce Collaborative (Contract)  
**DEPARTMENT:** Programs and Services  
**REPORTS TO:** Associate Director of Workforce Development  
**FTE:** 1.0 FTE  
**SALARY:** \$49,612.50 - \$59,535.00  
**START DATE:** Immediately  
**DEADLINE TO FILE:** Until Filled  
**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 (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 Coordinator for the CHW Workforce Collaborative coordinates and supports AAPCHO's CHW Workforce Collaborative's partners via administrative, programmatic, and financial activities.

The Program Coordinator is principally responsible for supporting the coordination of programs related to the CHW Workforce Collaborative.

The Program Coordinator reports to the Associate Director of Workforce Development and works closely with the Deputy Director, Director of Operations, and the Data team.

This position is expected to conclude on September 30, 2023 with a potential opportunity for permanent hire depending on the availability of grant resources.



## **DUTIES & RESPONSIBILITIES**

### **Administrative (30%)**

- Coordinate meetings for partners in the CHW Workforce Collaborative including meeting agenda development, attendee confirmations, and phone/video conference management including but not limited to Zoom and Google Meets.
- Document detailed minutes for meetings and track action items.
- Maintain and track partnerships for the CHW grants.
- Organize program files and documents through online file storage including but not limited to Google Drive.

### **Programmatic and Project Management: (30%)**

- Coordinate virtual/in-person meetings and event activities (e.g., national conferences, meetings, trainings), including coordination of logistics for travel and speakers.
- Coordinate and direct technical assistance requests through tracking, analyzing, and referral to appropriate AAPCHO staff.
- Use storytelling as a strategy to share partner experiences including but not limited to podcasts, social media, blogs in coordination with the Development and Public Affairs.
- Stay abreast of partner best practices and continually propose improvements to increase partnerships and advance the partner experience.
- Review and provide feedback on all draft materials.
- Provide templates for learning collaborative curriculum and tools.
- Other duties as requested by the Associate Director of Workforce Development.

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

- Ensure regular communication with partners and AAPCHO staff to ensure progress and ongoing identification of training and technical assistance needs.
- Coordinate and manage relationships with the AAPCHO internal team and partners to maintain and enhance the CHW Workforce Collaborative website.
- Cultivate relationships and maintain consistent communication with subcontractors, consultants, partners, and other key stakeholders, in collaboration with the Associate Director of Workforce Development 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 Workforce Development and Deputy Director.

## QUALIFICATIONS

### Required

1. Strong writing and oral communication skills.
2. Experience with program development and coordination.
3. 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.
4. 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.
5. Possess excellent creative problem solving and leadership skills.
6. Proficiency with MS Office, Mac OSX, project management and conferencing technologies (e.g., Zoom Meetings, Zoom Video Webinars).
7. 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.).
8. Some experience with design software (e.g., Adobe Creative Cloud, Canva), contacts database management systems (e.g., Salesforce), and survey tools (e.g., SurveyMonkey).
9. Must support and demonstrate ability to implement the mission and goals of AAPCHO.

### Preferred

1. Experience working within a community health center setting or directly with community health centers.
2. Knowledgeable about public health issues, including the social determinants of health that impact A/AA and NH/PI communities.
3. Bachelor'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 [hiring@aapcho.org](mailto:hiring@aapcho.org) with subject line: **Program Coordinator, CHW Workforce Collaborative**

**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.*