



JOB ANNOUNCEMENT

Position:	Executive Assistant/Coordinator, Deputy Director
Reports To:	Deputy Director
FTE:	Full-Time
Salary Range:	\$50,000-\$65,000 Annually DOE
Start Date:	ASAP
Location:	Remote (based in Washington DC, New York, or Georgia) 5-15% travel is required for this position.

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) and 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.

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.

POSITION/ROLE:

The Executive Assistant/Coordinator to the Deputy Director (“Executive Assistant/Coordinator”) is a confidential position responsible for the administrative support of the Deputy Director of a national membership association. The Executive Assistant/Coordinator is responsible for the timely completion of office tasks: coordination of internal and external communications; assisting the Deputy Director in travel arrangements; coordinating meetings between the Deputy Director with internal and external parties; and providing overall support to the Deputy Director. This position will serve as an energetic and organized assistant providing administrative and event support to the Deputy Director, programmatic staff, and membership team. As needed, this position will also perform other assignments and projects as requested by the Deputy Director.

DUTIES & RESPONSIBILITIES:

Specific duties include but are not limited to:

Administrative Support (55%)

- Provide the Deputy Director with administrative coordination and support including, but not limited to managing schedules, meeting set-up, and meeting and calendar logistics as well as providing background research in preparation for meetings and events, ensuring appropriate follow-up, and maintaining Salesforce and other organizational files and electronic information;
- Provide the Deputy Director with travel-related support (ie. securing air/lodging, coordinating and confirming meeting schedules with funders, policymakers, and other third parties; completion of meeting registration and submission of travel documentation);
- Maintain communications with Board members, funders, policymakers, members, other health organizations, and other third-party organizations as determined by the Deputy Director;
- Travel required, minimally to in-person coordinated events and or other activities.
- Facilitate AAPCHO staff communication with Deputy Director and collaborate closely with reporting Directors that support and advance the Deputy Director’s priorities, to support the rhythm of the organization, and to advance system-level projects and

activities. Provide recommendations and consultation to improve teamwork and coordination across the organization.

- Support the Deputy Director; convene and follow up internal team and staff meetings with scheduling, taking minutes, liaise between departments and other follow-up activities as needed;
- Facilitate Deputy Director approval of AAPCHO departmental requests;
- Perform other duties as requested by the Deputy Director
- Work in coordination with the Executive Coordinator to the Executive Director and other stakeholders to support the alignment of AAPCHO Strategic Plan meetings and communications.

Events Coordination (35%)

- Assist in the organization, coordination, and planning of association events including conferences, and in-person or virtual meetings.
- Research venues and vendors to suit the needs of the events
- Maintains records and logs for special events including but not limited to maintaining contracts, BEOs, contact lists, working calendar of organization events, and coordinating with communications and marketing.
- Coordinates and reviews vendor contracts
- Assists Deputy Director and key reporting staff with creatively planning and coordinating special events (quarterly, semi-annual, and annual convenings, member caucuses)
- Acts as Event Coordinator/Manager at events, coordinating day-of and preparatory tasks as needed.
- Manages budget proposals and reconciliation for events in coordination with fund managers, Deputy Director, and Finance and Operations staff.

General Agency (10%)

- Foster an environment that promotes trust and engagement among stakeholders, including AAPCHO staff, members, and clients.
- Participate in AAPCHOs functional teams and ad hoc committees.
- Participate in agency activities such as quarterly and annual retreats, volunteer activities, holidays, and other events.
- Other duties—within the scope and in support of promoting the organization's development, public affairs, programs, and member services—as requested by the Deputy Director, Director of Strategy and Impact, Director of Programs, Community Initiatives, and the Director of Programs, Health Care Transformation.

QUALIFICATIONS:

- 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.
- A minimum of 2+ years experience in an administrative capacity required. Strong project management and communications skills with a focus on interdepartmental collaboration and coordination are a must.
- A minimum of 1+ years experience in event coordination or similar experience required.
- A commitment to providing excellent customer-oriented service and assistance to staff, Board members, policymakers, donors, funders, and/or other internal/external clients.

- Great writing and oral communication skills are required.
- Extraordinarily detail-oriented with excellent organizational and strategic planning skills, with the ability to assess, prioritize and manage a varied and demanding workload under pressure and with tight deadlines while maintaining a high bar for quality.
- Proficiency with MS Office, Mac OSX, and management and conferencing technologies (e.g., Microsoft Teams, Google Meet, Zoom, etc.) preferred or willing and able to learn quickly.
- Regularly demonstrates initiative and ability to prioritize and handle various tasks.
- Due to regular travel of the Deputy Director and the remote nature of this position across multiple time zones, they must be able to effectively communicate with diverse stakeholders and work independently and in a team environment.
- Commitment and ability to support and implement the goals and objectives of AAPCHO.

PREFERRED:

- Bachelor's Degree or equivalent experience.
- Community organizing experience.
- Interest and experience regarding the Social Drivers of Health that impact the health of AA and NH/PI communities strongly preferred.
- Commitment and experience working within and/or supporting health equity-centered programming and services.
- Experience with organizational development, program management,
- Must support and demonstrate ability to implement the mission and goals of AAPCHO.

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:

Send a cover letter detailing your interest and qualifications and a resume to tbenner@aapcho.org, Subject Line: Executive Assistant/Coordinator, Deputy Director