



Project Assistant (PA) Job Description

POSITION:	Project Assistant, Research
DEPARTMENT:	Research and Data
REPORTS TO:	Research and Data Team
FTE:	1.0 FTE
HOURLY RATE:	\$20 - \$23/hr
START DATE:	Immediate
DEADLINE TO FILE:	Until Filled
LOCATION:	Remote (preferred: AR, CA, CO, DC, FL, GA, HI, IL, MA, MI, MT, NY, OH, TX, VA, WI)

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 Project Assistant (PA) for Research & Data reports to the Research and Data Team, and will closely work with the Project Manager for Research & Data. The Project Assistant will support and coordinate ongoing research & data projects and is a key member of the Research and Data team.

The primary responsibilities of the Project Assistant are as follow:

Administrative (35%)

- Coordinate administrative functions related to research & data projects.

- Support research & data analysis such as conducting literature reviews and assisting with data analysis and reports.
- Provide communication to team members regarding timeline and status of the projects and activities from the work plans.
- Organize partnership and stakeholder meetings, including meeting agenda development, attendee confirmations, and phone/video conference management.
- Document detailed minutes for meetings and track action items for internal teams.
- Gain knowledge of partner and stakeholder relationships and maintain working knowledge of key contacts.
- Manage program files and documents through various online file storage including but not limited to Google Drive and Dropbox.

Programmatic and Project Coordination: (50%)

- Assist with the development and implementation of research/data work plans.
- Support with the development of publication materials and resources.
- Support email communication to coordinate activities among multiple partners and calendaring activities.
- Provide thought partnership as needed for additional activities led or coordinated by the Project Manager, Project Director, and Director of Research.
- Track, analyze, and respond to research and data requests.
- Other duties as requested by the Project Manager, Project Director.

Communications and Advocacy: (10%)

- Assist with the development and implementation of research resources.
- Track, analyze, and respond to research and data requests.
- Other duties as requested by the Project Manager, Project Director.

General Agency (5%)

- 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, and other events.
- Provide logistical support on project activities as needed.
- Other duties as requested by the Project Manager, Project Director.

QUALIFICATIONS:

1. Bachelor's Degree in public health or health related field preferred or commensurate experience.
2. Possess knowledge of community health centers and/or community-based organizations' mission and values, and services for medically underserved communities.
3. Knowledgeable about AA and NH/PI community health issues.

4. Motivated, resourceful and flexible individual with ability to multitask. Fast learner and comfortable working individually, and as a team member, in a fast-paced and changing environment.
5. Proficiency with MacOS, MS Office, Zoom, and Google Suite (Google Drive, Google Documents, Google Sheets, Google Slides), and able to learn other platforms quickly.
6. Possess excellent task-management and organizational skills.
7. Possess excellent interpersonal skills, and written and verbal communications skills.
8. Extremely detail-oriented and ability to assess, prioritize and manage a varied and demanding workload under pressure and with tight deadlines, while maintaining a high bar for quality.
9. 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 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 ResearchPAHiring@aapcho.org, with the subject line: **Project Assistant, Research**. Applications should include a one-page cover letter and resume.

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.