



## Project Manager Job Description

<b>POSITION:</b>	Project Manager I, Research
<b>DEPARTMENT:</b>	Research and Data
<b>REPORTS TO:</b>	Research and Data
<b>FTE:</b>	1.0 FTE
<b>SALARY:</b>	\$28 - \$34/hr
<b>START DATE:</b>	Immediate
<b>DEADLINE TO FILE:</b>	Until Filled
<b>LOCATION:</b>	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 Manager for Research is principally responsible for project development, planning, coordination, and monitoring of AAPCHO's newest projects, *Innovations in Interoperability to Support Underserved Populations and Community-Based Organizations and Community-based Partnerships for Innovations in Health Care*. This project aims to address health disparities faced by underserved communities receiving care at federally qualified health centers (FQHCs), particularly Asian American, Native Hawaiian, and Pacific Islander (AA and NH/PI) populations. By working with a broad network of partners and external stakeholders, the project will provide quality capacity-building support to FQHCs through culturally tailored training, technical assistance, and information sharing. This initiative focuses on improving public health readiness

for data interoperability and integration with federal guidelines to improve monitoring of infectious and chronic diseases. FQHCs play a crucial role in enhancing health outcomes in underserved communities, and this project will help them use the latest methods for data collection and sharing to contribute effectively to public health efforts.

The Project Manager reports to the Research & Data Team and will also work closely with other members of the Training and Technical Assistance Teams. The Project Manager will manage research projects, capacity building, partnership development, and resource sharing. Occasional travel may be required for this position. The primary responsibilities of the Project Manager are as follows:

**Administrative (15%)**

- Coordinate administrative functions related to projects and partners.
- Provide communication to team members regarding timeline and status of the projects and activities from the work plan.
- Organize membership and partnership 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 member 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.
- Communicate and update the research team in a timely manner.

**Project Management (65%)**

- Coordinate project development, including planning, implementing, and managing research projects.
- Develop, implement, and maintain work plans, scopes of work, timelines, strategies, project trackers, briefs, and other tools/supports.
- Create long- and short-term plans, including setting project milestones.
- Work effectively across teams, partners, and stakeholders.
- Participate in project meetings with status updates, team check ins, and 1v1s.
- Assist with proposals, budgets, and other information gathering for contract submissions.
- Collaborate, coordinate, and provide guidance to research staff, leadership, and other departments.
- Other duties as requested by the Project Director/Director of Research.

**Communications and Advocacy (15%)**

- Ensure regular communication with funders, subcontractors, consultants, partners, and other key stakeholders.
- Cultivate relationships and maintain consistent communication with funders, subcontractors, consultants, partners, and other key stakeholders, in collaboration with the Project Director/Director of Research and other AAPCHO senior leadership.

- Assist in the development of reports, presentations, and fact sheets for stakeholders to communicate findings and progress.

### **General Agency Duties (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.
- Represent AAPCHO in meetings and conferences, as appropriate.
- Provide logistical support on project activities as needed.

### **QUALIFICATIONS:**

1. Master's Degree in a health-related field or commensurate experience preferred
2. Minimum 3 years of project management experience, preferably in a research, data, or technical environment.
3. Knowledgeable about health provider data systems (e.g. Electronic Health Records) and public health data system interoperability preferred.
4. PMP or equivalent certification is a plus.
5. Motivated, resourceful, and flexible individual with excellent organizational skills and ability to manage multiple activities simultaneously and work independently to meet milestones, action items, and quality expectations.
6. Fast learner, comfortable working individually and as a team member, in a fast-paced and changing environment.
7. Experience with research/data, data collection, analysis, and evaluation required.
8. Experience with managing complex projects/programs required.
9. Strong relationship-building skills required.
10. Experience working within a community health center setting or directly with community health centers strongly preferred.
11. Knowledgeable about public health issues in medically underserved communities, including the social drivers of health that impact A/AA and NH/PI communities required.
12. Experience with program development, management, and evaluation required.
13. Experience in facilitation of groups/presentations required.
14. 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.
15. Possess excellent written and verbal communications skills.
16. Possess excellent task-management and organizational skills.
17. Possess excellent creative problem solving and leadership skills.
18. Proficiency with MS Office, Mac OSX, Google Suite, project management and conferencing technologies (e.g., Google Drive, Salesforce, Zoom Meetings, Zoom Video Webinars, etc.) required.
19. 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* - 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.

### **SELECTION PROCESS**

Applicants should submit materials electronically to [ResearchPMHiring@aapcho.org](mailto:ResearchPMHiring@aapcho.org), with the subject line: Project Manager, Research. Applications should include a one-page cover letter, resume, and two writing samples.

*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.*