



A P P E A L

ASIAN PACIFIC PARTNERS FOR EMPOWERMENT, ADVOCACY AND LEADERSHIP

4 2 4 3rd St Suite 220, Oakland, CA 94607

Job Announcement

Position: Program Manager

Organization: Asian Pacific Partners for Empowerment, Advocacy & Leadership (APPEAL),
424 3rd St Suite 220, Oakland, CA 94607

Reports to: Executive Director

APPEAL, a national health advocacy and leadership development organization, has an immediate opening for a full-time Program Manager responsible for tobacco control initiatives.

ORGANIZATIONAL DESCRIPTION:

Asian Pacific Partners for Empowerment, Advocacy and Leadership (APPEAL) is a national non-profit organization working toward justice in the Asian American, Native Hawaiian and Pacific Islander (AA and NHPI) communities. The organization's mission is to champion social justice and achieve parity and empowerment for Asian Americans, Native Hawaiians and other Pacific Islanders by supporting and mobilizing community-led movements through advocacy and leadership development on critical public health issues. APPEAL has been a national leader in addressing health justice issues such as tobacco control and healthy eating and active living.

Founded in 1994 as a program of Asian Health Services, APPEAL's accomplishments include the development of a national movement on AA and NHPI tobacco control, a model technical assistance and training program for diverse communities, a national policy framework on AANHPI tobacco control, the cross-cultural APPEAL Leadership Program and training of over 1,200 leaders from the AA & NHPI community and other diverse communities. APPEAL has also provided leadership in launching major advocacy campaigns on countering tobacco industry targeting and creating parity in tobacco control.

PRIMARY RESPONSIBILITIES AND DUTIES:

The Program Manager is responsible for implementing and managing the APPEAL SPARC Project. The SPARC (**S**tatewide **P**acific Islander and **A**siatic American **R**esource and Coordinating **C**enter) Project is a grant funded by the California Tobacco Control Program. This position will include the following duties and responsibilities:

- Manages all aspects of programmatic development, implementation, and evaluation.
- Facilitates the planning of all project-related activities including interventions, collaborations and partnerships.
- Manages project records and grant budget to ensure that contractual obligations, requirements, and protocols are met.

- Ensures effective, ongoing and timely communication with APPEAL grant partners, funder, statewide partners, regional projects, advisory committee members, leadership fellows, advocates and other AA and NHPI community organizations through meetings, teleconferences, correspondences, social media, listservs, and website development.
- Provides oversight of evaluation activities, including coordinating with program evaluation consultants, data collection, analysis, and dissemination of findings.
- Promotes and represents APPEAL at statewide, national and regional conferences and meetings through presentations, workshop sessions and serving in an advisory capacity. Some travel required.
- Provides direct training and technical assistance to community partners and national and state mainstream tobacco control and cancer prevention leaders.
- Ensures accurate and proper documentation and reporting which highlight the program's successes and challenges.
- Assists with developing and writing proposals.
- Assists with hiring, staff development and regular supervision and guidance of staff.

REQUIRED QUALIFICATIONS:

- Master's degree in public health plus three years of professional experience in the health industry OR five years' professional experience in a community-based health organization.
- Knowledge of and skill in tobacco control issues, cancer prevention, cardiovascular diseases and/or other related health and social justice issues impacting the AA and NHPI community.
- Experience working with Asian American, Native Hawaiian and Pacific Islander communities (and other diverse communities).
- Experience in program management, including managing collaborations and contract and budget management.
- Excellent interpersonal skills and ability to establish positive relationships with community members and organizations.
- Excellent verbal communication and writing skills.
- Proficiency with PC-based computers and Windows, experience with Microsoft Office suite: Word, Excel, Outlook, Access, and PowerPoint desired. Experience in using data analysis software and online project management programs.

Salary: Starts at \$60K/DOE plus health/vision/dental benefits and partial coverage for dependents.

Application Instructions:

Please email a PDF of your resume along with a cover letter stating your interest in tobacco control and your professional health management experience to hire@appealforhealth.org with the subject line: Program Manager Application.

APPEAL is an equal opportunity employer. Women and people of color are encouraged to apply.