



APPEAL

ASIAN PACIFIC PARTNERS FOR EMPOWERMENT, ADVOCACY AND LEADERSHIP

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Job Announcement

Position: Program Associate
Salary: (1.0 FTE) DOE
Start Date: Immediate
Deadline to File: Until Filled

ORGANIZATIONAL DESCRIPTION:

Asian Pacific Partners for Empowerment, Advocacy and Leadership (APPEAL) is a leading, 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 health equity and empowerment for Asian Americans, Native Hawaiians and other Pacific Islanders by supporting and mobilizing community-led movements through advocacy and leadership development on tobacco and cancer health disparities.

APPEAL's accomplishments include:

- * Training of over 1000 leaders from the AA and NHPI community and other diverse communities
- * Launching major advocacy campaigns on countering tobacco industry targeting
- * Creating effective models on leadership development, health policy and community readiness
- * Implementing a comprehensive technical assistance and training program for diverse communities
- * Involving youth in innovative community participatory research projects

SUMMARY OF RESPONSIBILITIES AND DUTIES:

Under the supervision of the APPEAL Executive Director and Program Manager, the Program Associate is responsible for providing assistance in implementing the **Statewide Pacific Islander and Asian American Resource and Coordinating Center (SPARC)** program. Funded through the California Tobacco Control Program, SPARC aims to foster interactive and integrative collaboration and communication among regional projects and others in the state working to reduce tobacco-related disparities among Asian American (AA) and Native Hawaiian and Pacific Islander (NHPI) communities. This position will include the following duties and responsibilities:

1. Assist the Program Manager in implementing, monitoring, and troubleshooting SPARC activities and progress.
2. Assist with the production and distribution of SPARC educational materials such as fact sheets, toolkits, and pamphlets tailored for AA and NHPI populations.

3. Participate in providing ongoing support and follow-up to (but not limited to) SPARC Advisory Committee members and regional project partners. Coordinate meetings both in-person and through teleconference platforms.
4. Support in submitting required program documentation of progress and participate in regular communication with funders.
5. Represent APPEAL at conferences, meetings, and other events. Build relationships within the diverse AA and NHPI communities.
6. Provide key assistance in planning for the APPEAL 25th Anniversary Conference in September 2020 in San Francisco, CA.
7. Coordinate meetings and trainings with other staff and partners (e.g. scheduling, locating meeting venues, coordinating travel, etc.)
8. Support in recruitment, planning, and maintenance for the SPARC Leadership Program. The program includes an annual convening for SPARC Leadership Fellows, bi-monthly webinars, trainings, and regular communication with participants.
9. Commitment to the philosophy of APPEAL, to build community capacity and to provide technical assistance and training in a community competent manner.
10. Other duties as requested by the Program Manager and Executive Director.

QUALIFICATIONS:

1. Bachelor's degree in public health or other relevant field, plus two years of work experience or commensurate experience required.
2. Understanding of and experience working with Asian American, Native Hawaiian, and Pacific Islander communities (and other diverse communities) required.
3. Knowledge of tobacco control issues and/or other related health and social justice issues impacting AA and NHPI communities desired.
4. Ability to advocate for AA and NHPI communities on issues including those related to tobacco and its risk factors and other social justice areas.
5. Experience in policy change advocacy work is desired.
6. Excellent interpersonal skills and ability to establish positive relationships with community members and organizations required.
7. Self-motivated and having the ability to balance working independently and part of a diverse team.
8. Ability to multi-task, provide consistent follow-up, and prioritize effectively.

9. Excellent verbal communication and writing skills required.
10. Proficiency with Windows and Apple computers, Microsoft Office suite.
11. Willing to travel.

COMPENSATION:

This is a full-time position. Salary is \$35,000 - \$40,000/year depending on experience. APPEAL offers a generous benefits package including 100% coverage of medical and dental insurances, 403(b) retirement plan, and life insurance.

Application Procedures:

Email resume and cover letter in either Word or PDF format (no links) to:

hire@appealforhealth.org

Please include the position title in the subject line.

Interviews will be granted according to the qualifications of the applicant. APPEAL is an equal opportunity employer. Women and people of color are encouraged to apply.