



# A P P E A L

ASIAN PACIFIC PARTNERS FOR EMPOWERMENT, ADVOCACY AND LEADERSHIP  
300 Frank H. Ogawa Plaza, Suite 620, Oakland, CA, 94612  
Tel: (510) 272-9536, Fax: (510) 272-0817, <http://www.appealforcommunities.org>

## Job Announcement

<b>Position:</b>	Program Assistant
<b>Salary:</b>	DOE (1.0 FTE)
<b>Start Date:</b>	Immediate
<b>Deadline to File:</b>	Until filled

### Organizational Description:

*Asian Pacific Partners for Empowerment, Advocacy and Leadership (APPEAL)- a national organization dedicated to eliminating tobacco and other health disparities:* Join a small but growing national non-profit organization dedicated to addressing tobacco and other health justice issues for the diverse Asian American and Pacific Islander community and other communities of color and LGBT communities. Over the past 14 years, APPEAL has been a national leader in public health and an architect of innovative model programs, policy change, community-based participatory research and leadership development for creating community change. Organization has a solid fiscal management track record with a philosophy of creating a team environment and supporting staff development. Competitive salaries, strong benefits package and opportunity for growth. APPEAL's accomplishments with priority populations include: the successful implementation of a cross cultural Leadership Institute, the launching of a website for addressing tobacco disparities ([www.tobaccopreventionnetworks.org](http://www.tobaccopreventionnetworks.org)), the provision of community competent technical assistance to diverse communities, and national advocacy and policy initiatives on countering the tobacco industry and advancing parity for priority populations.

### Summary of Responsibilities and Duties

Under the supervision of the APPEAL Program Coordinator and Executive Director, the Program Assistant is responsible for providing programmatic and administrative support to the organization. Areas of responsibility include but are not limited to the following:

1. Assist with event planning (e.g. national conferences, meetings, trainings, teleconferences); coordinating logistics for travel, lodging, meals, equipment, and speakers
2. Provide administrative support to program staff and the Director, including drafting correspondence, scheduling meetings, copying, faxing, filing, and phone calls
3. Assist with communication with APPEAL Network members, Advisory Committee, Board members, funders, and partners; maintaining a member database and listserv and mailing network materials

4. Assist in responding to requests for technical assistance and training, e.g. the dissemination of research and educational materials or referrals
5. Manage systems for organizing project records, organization files, educational materials, research literature, and contacts
6. Assist in the compiling of reports, presentations, proposals, and other major documents
7. Contribute to the development of a team effort encouraging growth, professionalism, and active participation of all staff
8. Perform other duties as requested by the Program Coordinator or Executive Director

**Qualifications:**

1. Bachelor's degree in health related field or commensurate experience required
2. Experience with detailed oriented activities required; demonstrated experience with event planning and coordination preferred
3. Knowledge and understanding of Asian American and Pacific Islander community health issues required
4. Strong organizational skills required
5. Excellent verbal and writing communication skills required
6. Excellent interpersonal skills and ability to establish positive relationships with individuals from communities, community-based organizations, and other mainstream organizations required
7. Strong skills with PC-based computers, Windows XP, MS Office software, and the Internet required; experience creating presentations preferred
8. Experience and knowledge of tobacco control or related field preferred
9. Ability to support and implement the goals and objectives of APPEAL required

*Women, people of color and LBGT applicants are encouraged to apply.*

**Please submit cover letter and resume by to:**

**Hiring Committee**

**c/o APPEAL**

**300 Frank H. Ogawa Plaza, Suite 620**

**Oakland, CA 94612**

**or e-mail to [appeal@aapcho.org](mailto:appeal@aapcho.org)**