



# 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 Manager
<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 Executive Director, the Program Manager is responsible for overseeing the organization's programs and for training and technical assistance activities. S/he will also serve as a member of the cross-functional Management Team.

APPEAL is seeking a responsible, self-motivated, detail-oriented and organized individual to assume this role. Areas of responsibility include but are not limited to the following:

1. Develops and implements multiple health programs including many of the following activities: partnership building with current and new APPEAL network members, conducting tobacco control and other health justice trainings, providing technical assistance, planning regional and national conferences, organizing advocacy and policy events, and developing educational toolkits and promotional materials;

2. Supervises staff and assists with hiring, staff development and guidance.
3. Ensures effective and ongoing communication with APPEAL network members, advisory committee members, leadership fellows, tobacco control advocates and other AAPI community organizations through meetings, teleconferences, correspondences, listservs and website development.
4. Provides direct training and technical assistance to community coalitions and organizations and national and state mainstream tobacco control leaders.
5. Conducts advocacy and policy work related to 1) increasing awareness and resources to priority population tobacco control issues in the mainstream health movement, 2) increasing awareness, relevance and attention of tobacco control and other justice issues within the AAPI community, and 3) countering tobacco and food industry tactics within the AAPI community.
6. Manages project records and budget to ensure that contractual obligations, requirements and protocols are met.
7. Ensures accurate and proper documentation and reporting which highlight the program's successes and challenges.
8. Assists with developing and writing proposals to ensure fiscal stability of APPEAL.
9. Promotes and represents APPEAL at national and local conferences and meetings through plenary presentations, workshop sessions and serving in an advisory capacity.
10. Provides leadership to APPEAL by building a team effort encouraging growth, professionalism and active participation among staff, advisory committee members, fellows and network members.
11. Provides oversight of evaluation and research-related activities, including program evaluation and research design, collecting of data, conducting of evaluation, analysis and dissemination of findings.
12. Perform other duties as requested by APPEAL Executive Director.

## **QUALIFICATIONS:**

1. At least three years of experience in managing non-profit health programs including managing multiple programs, managing contracts and budgets, supervising staff, conducting trainings and providing technical assistance.
2. Understanding of and experience working with Asian American and Pacific Islander communities and other diverse priority populations required.
3. Ability to create and manage workload for oneself, and to work independently and as part of a team.

4. Excellent verbal and written communication required.
5. Excellent interpersonal skills and ability to establish positive relationships with individuals from communities and other organizations required.
6. Successful track record in developing fundraising campaigns, and procuring foundation, corporate and governmental grants.
7. Masters degree in public health or related field plus three years of experience or commensurate experience required.
8. Proficiency with PC-based computers and Windows, experience with Microsoft Office suite: Word, Excel, Outlook and Internet required, PowerPoint desired. .
9. Commitment to social justice and community empowerment. Experience and knowledge of tobacco control or related public health field helpful.
10. Commitment and ability to support and implement the goals, objectives and core values of APPEAL.

*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)**