



# A P P E A L

ASIAN PACIFIC PARTNERS FOR EMPOWERMENT, ADVOCACY AND LEADERSHIP

## Job Announcement

Position: Director of Programs  
Salary: (1.0 FTE) DOE  
Start Date: October 10, 2011  
Deadline to File: Until filled

### Position Summary:

The Director of Programs, a member of the Management Team, oversees APPEAL's programs, and technical assistance and training activities. S/he will develop, manage and implement multiple health programs addressing tobacco, food and active living issues and other health justice issues, supervise staff, communicate with APPEAL network members, and conduct advocacy and policy work. APPEAL seeks candidates with at least five years of experience managing non-profit health programs including policy change initiatives and experience working with Asian American (AA) and Native Hawaiian and Pacific Islander (NHPI) communities and other diverse communities.

### Organizational Description:

Asian Pacific Partners for Empowerment, Advocacy and Leadership (APPEAL) is a leading, national non-profit organization working toward social 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's accomplishments include:

- \* training of over 600 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

See [www.appealforcommunities.org](http://www.appealforcommunities.org) for more information.

Currently, APPEAL receives its funding from multiple government and foundation sources including the Centers for Disease Control and Prevention, ClearWay Minnesota and Blue Cross Blue Shield of Minnesota.

### **SUMMARY OF RESPONSIBILITIES AND DUTIES:**

Under the supervision of the APPEAL Executive Director, the Director of Programs is responsible for overseeing the organization's programs, technical assistance, training and advocacy activities.

APPEAL is seeking a responsible, self-motivated, detail-oriented and organized individual to assume this role.

**Responsibilities:**

1. Develops, manages and implements multiple health programs including many of the following activities: developing partnerships with APPEAL network members, planning needs assessments, programs and policy initiatives, providing technical assistance to local and regional partners, planning events including regional and national conferences, organizing advocacy and policy campaigns, and developing educational materials, conducting trainings;
2. Coaches and supervises program staff and assists with staff development, guidance and coaching.
3. Conducts advocacy and policy work 1) within the AA and NHPI community, 2) within the mainstream health movement, 3) with policymakers and 4) with corporations
4. Manages contracts, project records and budget to ensure that contractual obligations, requirements and protocols are met.
5. Ensures effective and ongoing communication with APPEAL network members, Board members, leadership fellows, funders, community organizations and advocates through meetings, teleconferences, correspondences, listservs and websites.
6. Provides direct technical assistance and training to community advocates and organizations, health departments and other health agencies and organizations.
7. Provides leadership to APPEAL by building a team effort encouraging growth, professionalism and active participation among staff, advisory committee members, fellows and network members.
8. Promotes and represents APPEAL at local, state and national meetings and conferences through presentations, networking and media.
9. Develops and writes proposals to ensure fiscal stability of APPEAL.
10. 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.
11. Ensures accurate and proper documentation and reporting which highlight the program's successes and challenges.
12. Assist with some operations duties of the organization including but not limited to staff recruitment, human resources and other administrative issues.
13. Perform other duties as requested by APPEAL Executive Director.

**QUALIFICATIONS:**

1. At least five years of experience in managing non-profit health programs including managing multiple programs, implementing policy initiatives, managing contracts and budgets and coaching and supervising staff.

2. Understanding of and experience working with Asian American and Native Hawaiian and Pacific Islander communities and other diverse communities on the local and/or national level required.
3. Demonstrated leadership experience in non-profit management and implementing policy initiatives within diverse communities.
4. Ability to create and manage workload for oneself, and to work independently and as part of a team.
5. Excellent interpersonal skills and ability to establish positive relationships with individuals from communities and other organizations required.
6. Experience and knowledge of tobacco control or related public health field required.
7. Excellent verbal and written communication required.
8. Masters degree in public health or related field plus five years of experience or commensurate experience required.
9. Successful track record in procuring foundation, corporate and governmental grants and some experience in developing fundraising campaigns preferred.
10. Proficiency with PC-based computers and Windows, experience with Microsoft Office suite: Word, Excel, Outlook and Internet required, PowerPoint desired.
11. Commitment to social justice and community empowerment.
12. Commitment and ability to support and implement the goals, objectives and core values and principles of APPEAL.

Application Procedures:

Send resume to:

APPEAL  
Hiring Committee- Director of Programs  
300 Frank H. Ogawa Plaza, Ste. 620  
Oakland, CA 94612

or email to:

[DPposition@appealforhealth.org](mailto:DPposition@appealforhealth.org)

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.