07.03.2023

**POSITION SUMMARY**

The Asian Pacific Institute on Gender-Based Violence (API-GBV) has created a new position for a Health Project Coordinator who will support a national grant that is funded by the American Rescue Plan to strengthen the capacity of Asian, Asian American and Pacific Islander (AAPI) and Middle Eastern/North African (MENA) serving organizations to address the impacts of the COVID-19 pandemic and other diseases related to AAPI and MENA survivors of domestic and sexual violence.

This position will be responsible for building and strengthening partnerships with health care providers, health centers, and health departments and their AAPI and MENA culturally specific programs that support domestic violence survivors and their dependents as they mitigate the spread of COVID-19 and other diseases. This position will also be responsible for coordinating a needs assessment to inform training and technical assistance priorities on domestic violence and connecting resources. With the strengthening of partnerships and data from the needs assessment, API-GBV’s goal is to further develop, coordinate and implement trainings, technical assistance and resources for the AAPI and MENA communities. The Health Project Coordinator is mission-driven, community and survivor-centered, has a strong background in health or public health, is highly organized, and skilled in project management.

This position is a full-time (40 hours per week), non-exempt position. Our main office operations are currently located in Oakland, California with other staff working from various locations within the US. We currently have 18 staff members and 9 board members on our team. This position can work remotely from outside the Bay Area while maintaining close communications to the team. Our ideal start date is August-September 2023.

**JOB RESPONSIBILITIES**

**Internal and External Partnership Management: (30%)**

- Will be the primary team member to build and strengthen partnerships with the community health centers.
- Coordinates weekly check-in meetings with Health Consultant and Director of Programs to document project goals, progress, and tasks
- Coordinates bi-monthly check-in meetings with Director of Programs and Health Consultant to seek subject matter expertise related to project goals
- Assists with stakeholder engagement in partnership with Health Consultant (e.g., scheduling meetings, note taking, documenting action plans)
- Identifies partnership leaders and their support systems to ensure efficient communications
Needs Assessment Coordination: (35%)

- Supports the development processes of a needs assessment to inform training and technical assistance priorities on domestic violence and connecting resources among diverse stakeholder organizations.
- Supports the needs assessment planning, implementation, and evaluation phases.
- Collaborates with the API-GBV team to learn and apply relevant resources to support the needs assessment.
- Coordinates feedback sessions with API-GBV Advisory Committee to validate the needs assessment methodology, analyses, and recommendations.

Project Coordination and Reporting: (35%)

- Implements day-to-day project coordination and reporting related to the needs assessment and the training and technical assistance plan.
- Builds a resource directory that relates to health and gender-based violence in the AAPI and MENA communities.
- Updates project dashboard with tasks and stages (i.e., not yet started, in progress, delayed, completed) on a daily to weekly basis.
- Coordinates with the Director of Programs documentation of project reporting.
- Creates and updates contact lists for survey distribution.
- Manages and coordinates all administrative tasks pertaining to the health project.
- Updates coalition manager database, maintaining detailed records of research-related activities.
- Partners with relevant API-GBV staff to provide training and technical assistance and to collect and report on grant program activities and objectives.
- Ensures culturally and linguistically resources are available to AAPI and MENA communities.
- Collaborates with partners, consultant and staff to develop roundtables, meetings and research of creative models, best practices and innovative solutions in combatting COVID-19 and other diseases for the AAPI/MENA community.
- Actively participates in team meetings, workgroups, and organization-wide initiatives.
- Performs other such duties as assigned within the scope of the position and project description, as well as those reflective of their experience, education, and ability.
- Other related job duties as assigned.

QUALIFICATIONS

Education & Experience

Undergraduate degree in a relevant area (public health) or an equivalent combination of 3-5 years of relevant experience and training.

Knowledge, Skills and Abilities

An ideal candidate for this position must have experience working at a community health center, providing technical assistance, training, and project management. The work requires strong organizational skills as well as the ability to adapt to changing project requirements, reporting complexity, and ambiguity. The ideal candidate must also be community centered and understand the nuances of working with the AAPI and/or MENA communities. Must work both independently and also be able to collaborate with a diverse team and adapt
to varied audiences. Bilingual/Multilingual (AAPI-ME/English) skills and knowledge of the AAPI/ME community will be an added bonus.

- Strong technical skills, analytical ability with operational focus.
- Ability to navigate complexity deftly and with tact and diplomacy.
- Organized and detail-oriented while still able to possess a “big picture” perspective.
- Superior project and time management skills. Keen attention to detail. Highly responsible and accountable.
- Proficiency in Microsoft Office programs, Adobe Suites and government reporting database software and systems.

**Travel Requirements** – Outside of the context of COVID-19, there may be some travel required.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

**ORGANIZATIONAL RELATIONSHIPS**
Reports to Director of Programs, and will work collaboratively with internal team members and external project partners.

**COMPENSATION:**

Salary range: Starting salary $68,105 per annum (based on 40 hrs. per week/100% FTE). We provide an excellent benefits package including medical, dental, vision, basic life and disability insurance, 401K and paid vacation/health & wellness time. We are an organization that prioritizes staff wellness and development.

This position is funded through September, 2025 with a possibility that we are able to secure funding beyond.

**Work Environment:**
This position is a full-time (40 hours per week), exempt position, requiring travel. Our main office operations are currently located in Oakland, California with other staff working from San Diego, Atlanta, Austin, Minneapolis, Phoenix, Hawai’i and Seattle. There are eleven (11) board members and eighteen (18) full-time staff. The position is preferably Oakland, CA based, however due to the pandemic, all staff are currently working remotely from home.

**APPLICATION INSTRUCTIONS:**
Please send letter of interest and resume in a single PDF document to HR@api-gbv.org by July 28, 2023. In the subject line, please note: Your last name, first name: Project Coordinator – Health.

**APPLICATION DEADLINE:**
Applications will be accepted and reviewed on a rolling basis through July 28th or until filled. Early submissions are encouraged.

Asian Pacific Institute on Gender-Based Violence (API-GBV)
API-GBV a national resource center on domestic violence, sexual violence, trafficking, and other forms of gender-based violence in the Asian/Asian-American and Pacific Islander (AA and PI) communities. API-GBV envisions a world free of gender-based violence for communities with equal opportunities for all to thrive. We work together with, and within our communities to: 1) Uplift the voices and experiences of the AAPI communities who are impacted by violence; 2) Build capacity through technical support for those organizations who serve our communities; 3) Engage allied communities and systems to create shifts in gendered norms and address injustices; 4) Educate our communities to mobilize them to prevent gender-based violence; and 5) Advocate for policies and practices that ensure access to essential rights and services.

*Please note that we do not provide any direct services. For more information, visit our website at www.api-gbv.org.

The Asian Pacific Institute on Gender-Based Violence is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities.