



# ASIAN & PACIFIC ISLANDER WELLNESS CENTER

## Program Assistant – FTR012017

### **Agency Description**

Asian & Pacific Islander Wellness Center is a multicultural health services, education, research, and policy organization. We transform lives by advancing health, wellness and equality. We strengthen the well-being of and lead under-served communities—of all races, ethnicities, gender identities, sexual orientations, and immigration statuses—toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco's Tenderloin neighborhood, and we also lead regional, statewide, and national programming.

*We believe that everyone deserves to be healthy and needs access to the highest quality health care.*

### **Position Description**

The Program Assistant is responsible for providing programmatic and administrative support to the Capacity Building and Training program and staff. This position requires daily use of telephones and computers, and reports to the Director, Capacity Building and Training Department. *The ideal candidate has strong customer service and communication skills, is organized, tech-savvy, flexible, consistent, and able to multi-task and has a willingness to learn in a non-profit environment.*

### **Responsibilities**

- Manage training, meeting, and conference logistics including scheduling, travel, participant outreach and registration, shipments, invoicing, and venue and catering coordination
- Maintain and update program and training materials (i.e.: presentations, podcasts, e-blasts), files, mailing lists, listservs, website, and database
- Update and maintain department e-learning platform
- Provide administrative and clerical support to department including: photocopying, filing, mailings, maintaining department and trainings calendars, sending training notices, and research
- Assist with contractual administrative duties such as invoicing, expense tracking, ordering supplies
- Assist with program implementation and evaluation activities (i.e.: taking meeting minutes, supporting online trainings, and data entry and compilation)

- Conduct literature reviews and compile online resources
- Other related duties as assigned

**Minimum Qualifications:**

- Associate Degree or equivalent
- 2-4 years of experience in office/program administration, database management, and event and travel coordination
- Excellent written and verbal communication skills
- Highly proficient in MS Office Suite (including Publisher), WordPress or similar, Adobe Dreamweaver, and Adobe Creative Suite (CS3)
- Ability to multi-task, meet multiple deadlines, and remain highly organized
- Ability to learn how to use new technologies and/or online tools
- Excellent time management skills and ability to work in a self-directed manner
- Excellent interpersonal skills and ability to work cohesively within a team
- Sensitivity to HIV-positive individuals; lesbian, gay, bisexual, transgender, and queer populations; and culturally diverse populations
- Solution-oriented and creative thinker

**Preferred Qualifications:**

- Bachelor's degree
- Graphic design experience
- Knowledge or familiarity with sound/video editing and online learning tools or platforms
- Knowledgeable of and experience using social networking media (Facebook, Twitter, etc.)
- HIV or other health-related, nonprofit experience
- Desire to participate as a trainer or facilitator, as needed

**Location:**

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered. Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15532941>

*We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.)*

*Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian &*

*Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.*

*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records*