



ASIAN PACIFIC POLICY & PLANNING COUNCIL

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## PROGRAM DIRECTOR

### Job Description

A3PCON seeks an experienced **Program Director** to lead program activities and daily support operations. The Program Director will report to the Executive Director to complete a range of programmatic and administrative duties over A3PCON's various work areas.

A strong Program Director has excellent communication and organizational skills and passion for and knowledge of the AAPI community that A3PCON serves. The ideal candidate will be well-versed in nonprofit procedures and policies and will be able to actively discover new ways to enhance the impact of A3PCON's work.

### Responsibilities

- AAPI Domestic Violence Prevention Project: Lead A3PCON's work to strengthen the community's knowledge and practice of preventing domestic violence in AAPI communities. These activities include the following:
  - Coordinate project activities with A3PCON's six core partners and evaluator.
  - Manage grant deliverables and support collaborative partners in executing learning laboratory and parent and youth support groups.
  - Provide input and administrative support for evaluation and spearhead production of final report.
- County Community COVID-19 Equity Fund: Liaison to collaborative partners and the Los Angeles Department of Public Health for this year-long COVID-19 outreach and education and systems navigation grant. Activities include:
  - Lead local, state and federal advocacy efforts pertaining to outreach and engagement, testing, treatment and vaccine distribution to ensure that AAPIs in Los Angeles County obtain equitable allocation of resources and services.
  - Provide support, including for any Training Hub, Outreach Activity Tracker and Information Technology (IT) needs, scheduling meetings, etc., for collaborative partners.
  - Coordinate with collaborative partners, such as monitoring and tracking their progress towards meeting their goals, to ensure outreach activities target and reach Los Angeles County's Asian American, Native Hawaiian and Pacific Islanders, especially those in the hard-to-reach and underserved communities with high rates of COVID-19 cases and assist AANHPIs in navigating health care and social services.
  - Coordinate with media consultants and collaborative partners to ensure the circulation of culturally and linguistically appropriate messages to community members and ethnic media outlets re COVID-19 prevention, testing and treatment and uplift AANHPI stories in the mainstream media.
  - Work with collaborative partners and/or consultants in the production and distribution of outreach materials in AANHPI languages
- Stop AAPI Hate: Develop and coordinate A3PCON's strategies with Chinese for Affirmative Action and San Francisco State University's Asian American Studies Department for the SAH incident reporting website and program.
  - Work with Operations Manager, Executive Director, communications consultants and key partners to develop and execute communications tools about COVID-19-related hate against AAPIs.

- Develop programmatic and policy strategies with Executive Director and key partners to address racial discrimination against AAPIs and prevent future acts of hate.
- Work with A3PCON staff and Los Angeles County's Network Against Hate partner organizations to implement LA v. Hate strategies and programs.
- **General**
  - Work with A3PCON Committee and Task Force Co-Chairs to fulfill the mission and objectives of the committees and task forces.
  - Assist with the organization's fundraising, media relations and other administrative duties related to major projects.
  - Facilitate process and outcome evaluations of A3PCON programs.
  - Keep abreast of new grant opportunities and prepare grant proposals and reports.
  - Represent A3PCON in community-based settings, coalition spaces and other events to ensure healthy and productive collaboratives in a way that enhances the organization's visibility and efficacy.

### **Qualifications**

- Professional or graduate degree (e.g. JD, MSW, MPP or MPH) or bachelor's degree in social work, public health or a related field
- Minimum of four (4) years of work experience providing social services, overseeing and working diverse collaboratives, and conducting advocacy in a staff capacity
- Personnel and program management experience which includes planning, implementation, budgeting and evaluation
- Well-organized, self-directed, highly motivated, ability to work independently and in a team, and handle multiple tasks
- Knowledge of cultural norms and nuances affecting Asian Americans and Pacific Islander (AAPI) communities
- Willingness to engage with diverse AAPI communities and faith-based groups
- Ability to work flexible hours which include some evenings and weekends
- Professional conduct and ability to abide by confidentiality and HIPAA rules
- Understanding of AAPI LGBTQIA+ issues and concerns
- Solid background in information technology, including proficiency in MS Office and G- Suite

### **Salary and benefits**

Salary range: \$30-\$45/hour. Workweek range: 25-40 hours/week. Commensurate with experience. Benefits package includes vacation and sick leave, and reimbursement for health and dental insurance.

Please send cover letter, resume, three references, and writing sample to Manjusha P. Kulkarni, Executive Director, at [mkulkarni@a3pcon.org](mailto:mkulkarni@a3pcon.org).

A3PCON is an Equal Opportunity Employer, which does not discriminate on the basis of race, creed, color, gender, age, ethnicity, national origin, sexual orientation, religion, HIV status, disability, or marital status.