

Job Description – Program Coordinator/Admin Assistant

Part-time, 40 hours a week

Position Start date: July 25th, 2022

Application Deadline: July 15th, 2020

Overview

Asian Women for Health (AWFH) is a peer-led, community-based nonprofit organization dedicated to advancing Asian women's health and wellbeing through education, advocacy and support. Our vision is to create a world where Asian women can access optimum quality care and support that EVERYONE deserves.

Reporting to the Executive Director (ED), the Program Coordinator/Admin Assist will provide administrative and programmatic support to the Executive Director and Operation Director (OP) to ensure the efficient operation of the organization and its programs. In addition to meeting the requirements below, the ideal candidate will have a background in and passion for AWFH's mission.

The Program Coordinator shall meet with the ED and OP on a weekly basis hold the following responsibilities:

Office Management

- Manage AWFH's database; create, implement and optimize e-mail communications for both desktop and mobile platforms
- Address and mail thank-you letters to donors and supporters
- Organize and maintain electronic and hard copy filing systems
- Ensure filing of funder letters/agreements, deposits, expenses, and other digital/ paper-based files
- Add new contacts to email, ListServ and phone, as necessary
- Manage passwords/logins to web-based services
- Handle technology issues as they arise
- Perform all other related duties as assigned

Meeting Management

- Maintain and update an organizational calendar and the ED's schedule
- Arrange meetings and schedule appointments for the ED
- Prepare materials for meetings and appointments
- Take notes in meetings and follow up with attendees about key deliverables

Program Coordination

- Assist with planning, coordination, execution, and evaluation of programs and outreach events
- Manage AWFH's database, create, implement and optimize e-mail communications for both desktop and mobile platforms
- Keep a master calendar of projects, deadlines, and accountable people
- Conduct workshops and compile evaluation and follow-up reports
- Compile and organize information, create documents, list, gather resources as needed

Event Planning

- Manage event preparation, including communicating with members/travel agent, purchasing/gathering materials, and coordinating speakers/transportation/etc.
- Research, compile and organize information, create documents, lists, gather resources as needed

Financial Management

- Collect receipts for all online purchases to send to bookkeeper
- Collect paper receipts to scan and send to bookkeeper
- Follow up with vendors when documents are missing
- Document volunteer time
- Purchase and renew insurance: Worker's Compensation, Liability, Directors and Officers in all states where it is required
- Make sure state filings are up to date: Annual Reports, Board Changes, Address changes, Charitable Registrations and Filings
- Ensure grant requirements are being met and tracked

Qualifications

- Bachelor's degree in marketing communications, business, or nonprofit management
- Strong interpersonal and community advocacy skills required
- Demonstrated skill in program design, implementation, and evaluation
- Interact effectively with different stakeholders from diverse background
- Demonstrated ability to work independently, proactively, and creatively
- Detail and deadline-oriented work ethic
- Bilingual in Vietnamese/or Chinese and English preferred
- Knowledge of CRM and desktop publishing is highly desirable

To apply, please e-mail a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format, to Chien-Chi Huang @cch@asianwomenforhealth.org

Salary: \$45,000 - \$48,000

AWFH is an equal opportunity employer.