



**Posting Date:** 08.11.2025

**Position Title:** Community Health Program Coordinator

**Reports To:** Community Health Manager

**Employee Classification:** Hourly, Non-exempt, Part-Time (16 hours per week)

**Compensation:** \$31.00-\$32.45 per hour, dependent upon experience

**Benefits:** Work from home stipend, professional development opportunities, Oregon paid Sick Leave, flexible family-friendly schedule.

Consideration of candidates will begin immediately and continue until the position is filled.

### **About APANO CUF:**

APANO Communities United Fund unites Asian and Asian American communities to build power, develop leaders, and advance equity through organizing, advocacy, community development, and cultural work. We envision a just world where Asians and communities who share our aspirations and struggles, have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change. APANO Communities United Fund (CUF) is a 501(c)(3) organization that works closely with its affiliate 501(c)(4) organization, APANO.

### **About the Position:**

APANO CUF is looking for a Community Health Program Coordinator who will join a growing, seasoned team of Community Health staff working to achieve concrete and meaningful change for the lives of Asian and Asian Americans within our Oregon community, and the larger world.

The Community Health Program Coordinator will support and coordinate community-centered physical and emotional health programs for APANO CUF. This role involves program coordination, reporting, outreach, and event support.

Our ideal candidate has past experience working with diverse community members, program coordination and development especially for families/caregivers with young kids. They are organized, detail-oriented, community-focused, and comfortable working directly and engaging with clients and in the field.

### **Position Responsibilities:**

#### *Program Coordination & Implementation (50%)*

- Coordinate, schedule, and deliver programs for the Asian American community.
- Understand the assessment process and ensure quality and culturally responsive delivery.
- Maintain accurate client files, program records, and ensure compliance with grant requirements.



#### *Community Engagement & Outreach (30%)*

- Conduct outreach, tabling, and recruitment efforts at community events, resource fairs, and gatherings.
- Build relationships with community members to ensure accessibility and trust in program services.
- Support multilingual and multicultural engagement strategies.

#### *Reporting & Administration (20%)*

- Track program expenses, submit required forms, documentation, and invoices to funders and partners in a timely and accurate manner.
- Coordinate and report to supervisor and APANO's finance team.
- Support supervisor in preparing monthly and quarterly reports for internal tracking and funders.
- Support evaluation and continuous improvement of programs.

#### **Qualifications:**

The Community Health Program Coordinator will have:

- At least 2 years of experience coordinating programs that serve diverse communities, with a strong emphasis on community engagement, client services, and working collaboratively within a team setting.
- High school diploma / GED
- Demonstrated ability to work effectively as part of a team, including contributing to shared goals, problem-solving together, and supporting colleagues as needed.
- Additional experience with energy assessments, home weatherization, retrofits, energy efficiency practices, and navigating related incentive or grant programs.
- Strong organizational skills and attention to detail in record keeping and scheduling.
- Excellent interpersonal skills and a community-centered mindset.
- A collaborative, empathetic, and solutions-oriented attitude, with the ability to adapt to a dynamic work environment and comfortable working in clients' homes and diverse environments.
- Additional ability to travel within Portland and surrounding areas regularly, and ability to work occasional evenings and weekends.
- Sufficient English proficiency, as this position communicates regularly in written and spoken English
- Deep commitment to and vision for APANO's mission and strategic plan, including an understanding of the role of grassroots community organizing in social change and movement building.



- Respect for and demonstrated experience working with Asian and Asian American activists, and a deep understanding of issues affecting Asian and Asian American communities.
- Ability to travel for work and attend meetings in the evening or on the weekends.
- Ability to pass a background check.

Preferred, but not required:

- Lived experience in Asian and Asian American communities or other communities of color.
- Asian language proficiency, both spoken and written.
- Experience with Google Suite, Microsoft Office, Smartsheet, and Canva
- Experience coordinating contractors or working in home improvement or construction-related fields.
- Associates degree in Social Work, Public Health, Education, Public Administration, Business Administration or other relevant field

### How to Apply

Applications will be reviewed upon receipt and this position will be open until filled. Priority will be given to applicants who submit their application by **11:59pm on August 31, 2025**.

Applications should be emailed as an attached document (PDF preferred) to [jobs@apano.org](mailto:jobs@apano.org) with subject line "Community Health Program Coordinator".

Complete applications include:

- Cover letter (1 page max) clearly outlining the specific skills, knowledge, and experience you bring to the job and how those are a good fit with the responsibilities of the position.
- A complete resume (2 pages max) detailing relevant experience, work history, education and accomplishments.
- [If advanced to finalist stage] 3 references, with contact information, and your relationship to the reference

*APANO Communities United Fund and APANO Action Fund are actively seeking to increase representation and develop the leadership of women, LGBTQ+ people, people with lived experience of economic injustices, and other underrepresented groups, including diverse API communities, both within the organization and the broader racial justice movement in Oregon and API communities. APANO Communities United Fund and APANO Action Fund are equal opportunity employers. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification.*