



Job Opportunity

Position Title	Program Assistant
Location	4700 Reed Road, Suite B Upper Arlington, OH 43220
Department/Section	Family Support Program
Employment Status	Part-Time (20 Hrs)
Salary/Benefits	Commensurate with experience.
Schedule	
Duties	<p>As a member of AACCS's Program Operation Team:</p> <ol style="list-style-type: none"> 1. Supports Program Manager in serving Asian Health Initiative including managing the Free Clinic. <ul style="list-style-type: none"> ● Assists with the Clinic's program administration, logistics and client intake, provides referral services and follow-up services as needed, and conducts outreach with partners and community organizations. 2. Also serves Asian Health Initiative in supporting Program Manager in coordination and implementation of health programs and events including <ul style="list-style-type: none"> ● Asian Health Fair, Cardinal Health Foundation's Here for Health Project, National Asian Women Health Organization's National Immunization Project ● Coordinates logistics for presentations, workshops and trainings to Asian immigrants and refugees/asylums as well as professionals and health service providers for Asian immigrants and refugees/asylums. 3. Assists Program Manager in grant proposal writing, editing and research. 4. Maintains accurate and timely service records in accordance with contract requirements and agency procedure.

	<p>5. Ensures that clients/participants have a positive experience with the programs and program objectives are met.</p> <p>6. Assists with audit preparations and service reports when necessary.</p> <p>7. Actively participates in relevant AACCS, and Health Care and Prevention meetings, supervision and trainings as needed.</p> <p>8. Other job-related duties as assigned by Program Manager.</p>
Education	Associate degree in human services, public health, social work or a related field.
Required Qualifications	<ul style="list-style-type: none"> ● Knowledge of Asian Pacific Islander cultures. ● Strong leadership skills. ● Strong communication skills in English (oral/written.) ● Multitasking skills and management skills. ● Proficient in Microsoft Office programs. ● Must be flexible in order to work on a variety of projects simultaneously and maintain good relationships with staff and volunteers.
Desired Qualifications	<ul style="list-style-type: none"> ● Experience working within a culturally and linguistically diverse environment. ● Bi-lingual in an Asian language. ● Social service experience, especially with families who have refugee/immigrant background.
Posting Dates	Until filled
How to Apply	Email resume and cover letter to info@aacsohio.org

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