

## **JOB ANNOUNCEMENT Program Associate**

- I. The National Asian Pacific American Families Against Substance Abuse (NAPAFASA), a national Asian and Pacific Islander (API) non-profit membership organization, seeks a Program Associate.
- NAPAFASA is a public health and human services coalition addressing substance abuse and related issues. NAPAFASA has served API populations in the fifty states and six Pacific Islands for over 20 years.
- II. Examples of Duties:
- A. Collect materials and prepare alcohol, tobacco, and other drugs (ATOD) and/or problem gambling presentations to Asian and Pacific Islander (API) and non-API organizations requesting technical assistance and/or training.
  - B. Make technical assistance and/or training presentations to organizations that have received approval for their requests.
  - C. Assist organizations in planning and implementing the creation of a formal organization, planning substance abuse, problem gambling and related prevention and/or treatment services; and planning and implementing needs assessments, program evaluation strategies, fund raising, advocacy, working with consumers, and coalition building.
  - D. Keep records of program activities, file reports on services rendered on a timely basis, make recommendations regarding how to improve the technical assistance and training services, and participate in project planning and evaluation.
  - E. Conduct outreach efforts to publicize the project services to underserved populations.
  - F. Assist with website maintenance and updates.
- III. Qualifications:
- A. Bachelor's degree required, preferably in Social Science. Graduate degree preferred.
  - B. Relevant experience in substance abuse and problem gambling prevention and/or treatment, technical assistance and training, program development among API populations and knowledge and skills in dealing with multicultural populations.
  - C. Strong oral and written communication skills, particularly presentation skills. Bilingual in an API language preferred.
  - D. Computer literate in MS Word, MS Excel, and MS Powerpoint; web design experience preferred.
  - E. Ability to work independently as well as on a team.
  - F. Ability to travel, including by privately owned vehicle.
- IV. Compensation/Hours:
- A. This is a part-time or full-time employee position. This position is located in Los Angeles, CA.
  - B. The salary will depend upon qualifications.
  - C. The announcement will be open until the position is filled.

Send resumes to Hanh Dao, Program Manager, by fax at (213) 625-5796, email to [hdao@napafasa.org](mailto:hdao@napafasa.org), or U.S. mail to 340 E. Second Street, Suite 409, Los Angeles, CA 90012.