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Program Coordinator (Bilingual) - MOAPIA

AVAILABLE POSITION

Position: **Program Coordinator**

Position Grade: 13

Salary Range: \$76,397

Opening Date: Immediately

Closing Date: **Open until filled**

Agency: **Mayor's Office on Asian and Pacific Islander Affairs (MOAPIA)**

DESCRIPTION OF DUTIES

This position is located in the Mayor's Office on Asian and Pacific Islander Affairs. The incumbent will be responsible for ensuring implementation and delivery of the Language Access Act to the Asian American and Pacific Islander (AAPI) communities by providing technical assistance to appropriate agencies. The incumbent will collect and furnish data on the trends in the AAPI communities and provide reports, briefs, and other information. Incumbent will monitor and coordinate interactions between the Office and DC City Council on issues that affect AAPIs, including preparing hearing testimonies. Incumbent will be responsible for grants management functions including implementation and execution of activities associated with grants, grant billing, and evaluating subject activities to ensure that services provided pursuant to the grant are cost-effective, efficient, effective and economical. Incumbent will attend meetings with or for the Director, as an aide or designated representative, provides back-up on long range program matters, and on important and/or policy issues.

MINIMUM QUALIFICATIONS

Fluent (both writing and speaking) in English and in any of the following languages: Mandarin, Vietnamese, Korean, Cantonese ; Experience in data collection, grants management, and critical analytical thinking; Ability to work independently; Proficient in MS Word, Excel, Power Point and Outlook; A Baccalaureate degree is required; Team player; Ability to meet deadlines within a team environment; willing to work on evenings and weekends on as needed basis; has permit to work in the United States.



To apply for this position, please visit:

<http://mota.applytojob.com/apply/k4ZxmX/Program-Coordinator-Bilingual-Mayors-Office-Of-Asian-Pacific-Islander-Affairs.html?source=moapia>