



Asian
AIDS
PROJECT

June 1, 1988

TO WHOM IT MAY CONCERN:

Enclosed are two job descriptions for the Program Director of the Asian AIDS Project. The two positions are for the Program Director and Health Educator. The Asian AIDS Project is a new program of the Asian American Recovery Services, Inc., and is the only AIDS education program which targets the Asian population.

The Program Director will be in charge of overseeing administration of the program. Administrative responsibilities include personnel supervision, contracts management, fiscal planning and administration and projects management.

The Health Educator will be responsible for various outreach and education activities in the Asian population, particularly the Chinese community. He or she will also be involved in working with the Asian intravenous drug user population and in setting up a Speaker's Bureau.

Please send all resumes to:

Asian American Recovery Services, Inc.
Asian AIDS Project
2024 Hayes Street
San Francisco, CA 94117

Peng Ngin who has been the Program Coordinator will be moving on to assist me at the Asian American Recovery Services, Inc.

Thank you for your attention.

Sincerely,

Davis Y. Ja
Davis Y. Ja
Executive Director

2024 Hayes Street
San Francisco, CA 94117
(415) 386-4815

A project of Asian American
Recovery Services, Inc. DYJ:dw

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Asian AIDS PROJECT

Job Description

Title: Health Educator, Asian AIDS Project (AAP)

Salary: \$20,000 per year plus benefits

Position Description:

- 1) Outreach and educate Asians particularly the Chinese community;
- 2) Outreach and educate Asian IVU population;
- 3) Develop educational material for the above education programs;
- 3) Assist in the development of Speakers' Bureau;
- 4) Assist in recruitment and training of volunteers for Speakers' Bureau;
- 6) Other responsibilities as assigned by Program Director.

Minimum Qualifications:

- 1) B.A. in relevant discipline or equivalent qualifying experience and education;
- 2) Experience in health education;
- 3) Experience working in the Chinese community--bilingual in a major Chinese dialect;
- 4) Experience in gay community preferred;

Application Procedure:

Send resume and cover letter to:

Asian American Recovery Services, Inc.
Asian AIDS Project
Health Education Specialist Position
2024 Hayes Street
San Francisco, CA 94117

The Asian American Recovery Services, Inc. is an Equal Opportunity Employer.

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San Francisco, CA 94117
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PN:dw

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