

EXECUTIVE DIRECTOR (Part time)

Nepal Seattle Society

Partnering For Vaccine Equity (PAVE YR2) Project titled *“Using Nepali Elder-guided Youth Voice to Improve Vaccine Coverage in the Nepali Communities in the Pacific*

Priority Application Date: May 20, 2022

Duration: May 2022 - April 2023

Compensation: \$50 per hour (10 hours per week)

ABOUT THE ORGANIZATION

Nepal Seattle Society (NSS) is a non-profitable, non-political and secular organization registered on October 6th, 2000 with the Washington Secretary of State.

NSS MISSION

The mission of NSS is to unite all people of Nepali origin in the State of Washington, to preserve and promote Nepali culture, and to foster relations with friends of Nepal.

NSS GOALS

The objective of this organization is to work exclusively for charitable, educational and cultural purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, including, for such purposes:

- to promote and preserve Nepali culture and tradition;
- to bridge the cultural gap between generations in Nepali community;
- to develop mutual cooperation among Nepali population in Washington state and friends of Nepal;
- to promote educational and social activities to benefit the local Nepali community;
- to create a network among Nepali organizations in neighboring states; and
- to help Nepali people during natural disasters including pandemics.

ABOUT THE PROGRAM

Partnering For Vaccine Equity (PAVE YR2)

With the support of the Centers for Disease Control and Prevention Foundation (CDCF) and under Partnering For Vaccine Equity initiative (P4VE) initiative, NSS will be continuing the project “Using Nepali Elder-guided Youth Voice to Improve Vaccine Coverage in the Nepali Communities in the Pacific Northwest (NEYPVAL-2)” project to the second year. The duration of the project is one year from May 01, 2022 through April 29, 2023. Through this project, we aim to increase equitable vaccine coverage among Nepali communities in the Pacific Northwest. Our Project goals and activities align with the following CDCF’s Principles:

1. Authentic community inclusion, engagement and partnerships in prioritizing and accomplishing work
2. Build vibrant, healthy, resilient and prosperous communities where everyone can live their healthiest lives and contribute to the wellbeing of their families and communities.

3. Promote the building blocks of individual and community health.

Our P4VE Year-2 initiative will continue to apply the social determinants of health and health equity approach. We will continue to work on our project's primary goal which is to promote access to influenza and COVID-19 vaccines by promoting confidence in the Nepali community through culturally-appropriate messages using social media platforms, educational material and partnerships with other CBOs. Our key objectives are as follows:

- Community mobilization and engagement
- Culturally-relevant content development and dissemination
- Establish a database Nepali-speaking population in Washington and identify health needs.
- Partnership with other community-based organizations and public health departments

POSITION

We have an excellent opportunity for the position of an **Executive Director** for our “Using Nepali Elder-guided Youth Voice to Improve Vaccine Coverage in the Nepali Communities in the Pacific Northwest, Year 2 (NEYPVAL-2)” project funded by the CDCF foundation. The Executive Director will provide leadership, direction and support for the NSS and the project staff. The ideal candidate will work with the NSS Board of Directors (NSS Board) to support the organization's strategic vision, operational plans, and resourcing goals to develop and execute project implementation plan to meet or exceed the mission and strategic direction of the organization. The Executive Director will provide overall strategic vision and decisions regarding all aspects of this project including other program development, planning, management, implementation, grant writing, community engagement and stakeholder partnership engagement towards successful processes and project outcomes with a high degree of integrity and fiscal responsibility. The Executive Director reports directly to the NSS Board. The Executive Director will be the public face of the organization and will represent NSS in a professional light.

SUMMARY OF DUTIES

- Responsible for planning and directing the NEYPVAL-2 project's operations, programs and administrative functions including reporting, auditing and grant writing
- Provide leadership to and manage the efforts of all staff, consultants, contractors, volunteers, youth and community ambassadors and Advisory Board members to ensure appropriate support
- Serve as a liaison between the organization and the stakeholders
- Maintain strong relationships among staff, key stakeholders, partners and NSS community member
- Maintain a positive work environment that facilitates collaboration and is conducive to attracting, retaining, and motivating staff
- Exercise authority over major systems implementations, mobilizing and sustaining resources and ensure that the NSS Board receives timely updates about project milestones, achievements and key challenges.
- Oversee and report directly to the NSS Board on the operational, administrative, and financial aspects

- Compliance with the federal, state, and local regulations
- Strengthen performance management by tracking key performance indicators, and Develop and Oversee public relation efforts including speaking with media,community members and stakeholders.

MINIMUM QUALIFICATIONS

- Master’s Degree or equivalent in Management, Public Health, Public Administration, Social Work, or related field
- Demonstrated management experience of 2 or more years exemplifying exceptional management skills in dealing with people, finances and organizational systems, and a proven capacity to lead the team to achieve organizational goals
- Non-profit Organizations, co-op experience desired
- 2 or more years of senior management or supervisory experience
- Demonstrated leadership roles in organizations
- Demonstrated experience in fiscal responsibility
- Successful grant writing experience desired
- Team-building ability, the capacity to instill a culture that values measurable achievement, mutual support, and compliance with organizational processes
- A strong analytical mind and the ability to enhance the future direction of NSS
- Strong public-speaking skills
- Strong interpersonal skills
- Role model of ethical standards and integrity
- Proficient in Nepali and English languages
- Familiarity, interest and knowledge of the Nepali American community, Nepali culture and of Nepal origin
- Connected to Nepali community in Washington State.

PREFERRED QUALIFICATIONS

- Knowledge of nonprofit operations, including finance, compliance, and administration, particularly in the health or policy space
- Experience in fostering new organizational partnerships
- Knowledge of or experience in policy, advocacy, movement building, at local, state and/or federal levels
- Asana, Microsoft Office suite, Google Suite, Zoom proficiency.

COMPENSATION: \$50/hour (average 10 hours per week)

TERM: May 01, 2022 - April 29, 2023

WORK LOCATION: Remote. Some travel required within Washington state and in Oregon.

TO APPLY

Email your resume listing name and contact information for two referees, and a cover letter to health@nepalseattle.org highlighting your qualifications and demonstrated commitment to health equity for Nepali Community to be considered for the position.