



Executive Office of the Mayor  
 FY2015 Office on Asian and  
 Pacific Islander Affairs  
 Organizational Chart



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 Executive Director  
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 Staff Assistant  
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- Main Duties:**
- Customer Service
  - Administrative Support
  - Subject Matter: Housing
- Other duties:**
- IT/Web Coordinator
  - Recycling Coordinator

Community Engagement

Advocacy

Policy and Research

Intergovernmental Affairs

Agency Support

Ngoc Trinh  
 Outreach Coordinator  
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 Program Coordinator/Grants  
 Manager  
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 Information Officer  
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Dory Peters  
 Special Assistant  
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- Main Duties:**
- Outreach
  - Case Assistance
  - Subject Matter: Health/Safety/Human Services
- Other duties:**
- Risk Management
  - ADA Compliance
  - Volunteer Recruitment and Coordination.
  - Translation/Interpretation
  - Quality Control of Translated Materials

- Main Duties:**
- Language Access Support/Coordination
  - Interagency Support
  - Grant Management
  - Subject Matter: Education/Mental Health
- Other duties:**
- Census Coordinator
  - Council Liaison
  - OPLA/Legislative Liaison
  - Office Management

- Main Duties:**
- Outreach
  - Case Assistance
  - Subject Matter: Employment/Environment
  - Newsletters/Community Calendars
- Other duties:**
- SYEP Coordinator, Internship
  - Public Information Officer Manager
  - Documents Quality Control
  - Grant Monitoring
  - Capacity Building

- Main Duties:**
- Budget
  - Contracts and Procurement
  - HR Liaison
  - Subject Matter: Small Business Assistance
  - Outreach
  - Administrative Support
- Other duties:**
- KPI Quarterly Reports
  - Special Projects