

# Illinois Chapter

INCORPORATED IN ILLINOIS

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



**TITLE:** Manager, Health Equity Initiatives

**REPORTS TO:** Director, Health Equity Initiatives

**SUMMARY:** The Illinois Chapter, American Academy of Pediatrics (ICAAP) is hiring a full-time Manager who will take a strong role in supporting ICAAP's public health efforts, outreach, and education in Chicago. The Manager will work closely with the Director to develop, plan, and implement multiple projects including lead poison prevention, adolescent health, and breastfeeding. Desired candidates will be very detail oriented and flexible, have strong writing and communications skills, enjoy working in a fast-paced environment with multiple competing priorities, and have a commitment to health equity in Illinois.

ICAAP is a 501c3 organization that seeks to promote and advocate for optimal child, youth, and family well-being, and access to quality healthcare. Consisting of 2100 members across Illinois, ICAAP works to improve child and family health through the development of education to meet the needs of pediatric healthcare providers, connecting pediatricians to resources in their community, and advocating for policy and systems change in collaboration with multiple organizations to address the needs of children, families, and health care providers.

## **RESPONSIBILITIES:**

The Manager, Health Equity Initiatives will assist in the creation, promotion, and implementation of professional education programs, events, and resources for healthcare providers across Illinois and public health initiatives to address policy, environmental, and systems change.

The Primary duties of the Manager include but are not limited to:

- Manage implementation of grant deliverables, administration, and reporting for multiple projects
- Develop funding proposals, budgets, and evaluation measures
- Create project marketing materials and communications
- Perform outreach and recruitment to expand program participation and engagement
- Accurately track grant activities and expenses to assist in grant administration and vouchering
- Collaborate with members and organizational partners to advance health equity
- Staff ICAAP project committees and collaboratives

## **QUALIFICATIONS:**

- Five years of work experience in public health, child health, and/or grant writing and administration, or related field, OR a bachelor's degree or higher with two years of work experience
- Demonstrated interest in and commitment to child and/or public health
- Excellent written and verbal communication skills
- Resourceful and self-motivated, with outstanding problem-solving skills
- Highly organized and detail-oriented, with an ability to produce error-free work
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment and manage multiple projects and priorities
- Advanced computer skills, including knowledge of webinar tools, Microsoft suite, and social media platforms

**SALARY:** This full-time, 40 hour/week, grant funded position offers a competitive salary of \$50,000 to \$55,000 based on organizational budget and availability of grant funds.

**BENEFITS:** Benefits include excellent medical, dental, and vision coverage. ICAAP provides an FSA, 401K with match, life insurance, short- and long-term disability, and tuition reimbursement. Staff are eligible for up to 29 days of PTO and at least 10 holidays annually. Staff are also eligible for occasional bonuses and regular cost-of-living increases. Staff are reimbursed for any mileage traveled in service of ICAAP business.

**WORK ENVIRONMENT:** Throughout the COVID-19 pandemic, ICAAP has provided remote working flexibility for staff. Staff are returning to the office in April 2022 with a hybrid schedule. All applicants should be prepared to work in-person at least two days per week in the Chicago office. All staff receive laptops, an office workspace, and all equipment necessary to complete the responsibilities described above.

*ICAAP is proudly committed to recruiting and retaining a diverse and inclusive workforce. As an Equal Opportunity Employer, we never discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical condition), sexual orientation, gender identity, gender expression, age, status as protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. We are committed to providing a welcoming and inclusive environment for all our staff members and welcome applications from anyone who is interested in joining our team!*

To apply, please send a single PDF document containing your cover letter and resume to [jobs@illinoisaap.com](mailto:jobs@illinoisaap.com) with “Manager, Health Equity Initiatives” in the subject line. Applicants may be asked to submit a writing sample. No phone calls please.