

# Illinois Chapter

INCORPORATED IN ILLINOIS

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



**TITLE:** Project Manager

**REPORTS TO:** Director of 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 our health equity projects. The Manager will develop, plan, and implement projects including food and housing insecurity, immigration, adolescent health, and lead poisoning prevention. Desired candidates will be detail oriented and flexible, have strong writing and communication skills, and have a demonstrated commitment to health equity.

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 2,100 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 to address the needs of children, families, and health care providers. To learn more about ICAAP projects and initiatives, visit [IllinoisAAP.org](http://IllinoisAAP.org).

## **RESPONSIBILITIES:**

The Project Manager will assist in the creation, promotion, and implementation of professional education events and resources for healthcare providers and with public health initiatives to address policy and systems change.

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

- Manage grant deliverables for multiple health equity projects
  - Develop and execute professional education trainings and events for healthcare professionals
  - Create resources including toolkits, white papers, infographics, and presentations
  - Perform outreach, recruitment, and marketing to expand program participation
  - Collaborate with ICAAP members, organizational partners, and content experts
  - Develop project budgets, work plans, evaluation measures, and marketing materials
  - Coordinate and facilitate ICAAP committees
- Administer government and private grants for multiple health equity projects
  - Track project activities and expenses
  - Draft and submit program reports
  - Execute contracts and process payments to speakers, consultants, and vendors
  - Develop funding proposals for new and existing projects and initiatives

## **QUALIFICATIONS:**

- Five years of work in public/childhood health, grant administration, or a related field OR a bachelor's degree plus two years of relevant work experience
- Demonstrated interest in and commitment to childhood health, public health, or health equity
- Excellent written and verbal communication skills
- Organized and detail-oriented with an ability to produce error-free work
- Flexible, adaptable, and able to manage multiple priorities
- Advanced computer skills; knowledge of webinar tools, Microsoft suite, and social media platforms
- As of September 1, 2021, all employees must provide proof of up to date COVID-19 vaccination status

**SALARY:** This full-time (40 hr/week), grant-funded position offers a competitive salary of \$50,000 to \$55,000 annually. Staff are eligible for occasional bonuses, cost-of-living increases, and work from home stipends.

**BENEFITS:** Benefits include excellent medical, dental, and vision coverage; a flexible spending account (FSA); 401K with employer match; and life insurance. Staff are eligible for at least four weeks of PTO plus 10 holidays annually. ICAAP offers professional development opportunities and a tuition reimbursement program.

**WORK ENVIRONMENT:** This position currently works with a hybrid schedule. Candidates must be local to Chicagoland and prepared to work in-person two days per week. Staff have scheduling flexibility but must be available during core hours (10am to 2pm). Staff receive an office workspace and all equipment necessary to complete their duties.

**TO APPLY:** Send a single PDF containing your resume and cover letter to [jobs@illinoisaap.com](mailto:jobs@illinoisaap.com) with "Project Manager" in the subject line. No phone calls please.

*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 interested in joining our team!*