

Illinois Chapter

INCORPORATED IN ILLINOIS

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



TITLE: Projects Administrator

REPORTS TO: Director of Operations

SUMMARY: The Illinois Chapter, American Academy of Pediatrics (ICAAP) is hiring a full-time Administrator who will take a strong role in supporting multiple ICAAP programs. The Administrator will work closely with the Director to administer programs including lead poison prevention, adolescent health, breastfeeding, immunizations, and health equity initiatives. Desired candidates will be detail oriented and flexible, have strong organizational skills, enjoy working in a fast-paced environment with multiple competing priorities, and demonstrate a commitment to pediatric health.

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 Project Administrator will assist in the administration 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 Administrator include but are not limited to:

- Manage grant and project deliverables for multiple projects
 - Accurately track grant activities and manage grant application and reporting requirements
 - Accurately track and process expenses and contracts to assist in grant administration and vouchering
 - Perform outreach to expand program participation and engagement including posting on social media
- Coordinate ICCAP Committees, educational programming, and events for healthcare providers
 - Attend and facilitate meetings and educational programming
 - Create meeting materials, take meeting minutes, track attendance, and complete required follow up
 - Manage scheduling of regular workgroups and various educational programs
 - Coordinate member events and conferences with program staff
 - Manage the membership database (Neon CRM)

QUALIFICATIONS:

- Five years of work experience in grant or project administration or public and/or child health, OR a bachelor's degree with two years of related experience
- Demonstrated interest in and commitment to child and/or public health
- Highly organized and detail-oriented, with an ability to produce error-free work
- Excellent written and verbal communication skills
- Resourceful and self-motivated, with outstanding problem-solving skills
- 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, CRM databases, 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, regular cost-of-living increases, and stipends for work from home expenses. 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 with "Projects Administrator" in the subject line. Applicants may be asked to submit a writing sample. No phone calls please.