TITLE: Program Manager

REPORTS TO: Stephanie Atella, Immunizations Director

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 efforts, outreach, and education in Chicago and across Illinois. The Manager will work closely with ICAAP program teams and healthcare providers to execute grant deliverables and meet project goals. This position will currently focus on immunizations projects in Chicago and Illinois. Desired candidates will be very detail oriented, enjoy working in a fast-paced, diverse environment with multiple competing priorities, and demonstrate a commitment to improving childhood and family 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 2,000 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.

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

- Assist in the creation and implementation of education programs for healthcare providers across Chicago
  - Perform outreach and recruitment to expand program participation
  - Create program materials and deliverables and summarize data
  - Assist in planning and implementation of educational events
- Perform pre/post award activities
  - Participate in meetings with funders and other stakeholders
  - Accurately track grant activities and expenses to assist in grant reporting, administration, and vouchering
  - Summarize deliverables and contribute to program reports for funders
  - Assist in the development of program budgets and financial reports
- Act as a content expert in the basic areas of programs, including COVID-19 and other vaccinations
  - Support providers in navigating vaccination requirements (e.g., enrollment into I-CARE, connector among provider organizations, health departments and others, etc.)
  - Assure all communication from ICAAP is current based on current government and other recommendations and best practices (e.g., Centers for Disease Control and Prevention’s Advisory Committee on Immunization Practices)

QUALIFICATIONS:

- Five years of work experience in public health, child health, and/or health care grant administration, or related field or a bachelor’s degree or equivalent with two years of work experience preferred
- Demonstrated interest in and commitment to childhood and/or public health
- Resourceful and self-motivated, with outstanding problem-solving skills
- Excellent written and verbal communication skills
- Highly organized and detail-oriented, with an ability to produce error-free work
- Ability to work in a fast-paced environment and manage multiple priorities and be skilled in project management.
- Advanced computer skills, including knowledge of webinar tools, Microsoft suite, and social media platforms
- As of September 1, 2021, all employees must provide proof of up-to-date (full series and recommended boosters) COVID-19 vaccination status
**SALARY:** This full-time, 40 hour/week, grant-funded position offers a competitive salary of $50,000-$56,000 annually based on experience, organizational budget, and availability of grant funds. Staff are eligible for regular cost of living increases, work-from-home stipends, and occasional bonuses and employee incentives.

**BENEFITS:**
ICAAP offers a competitive salary and benefits package and the opportunity to work with a small, collaborative, and dedicated team.

- Excellent medical, dental, and vision coverage with employer contribution for employees and dependents
- Generous time off with up to 27 days of PTO and 13 paid holidays during your first year
- Hybrid office setting with a requirement of 2 days per week in office with a flexible work schedule and comp time to ensure work-life balance
- 401K with employer match
- Flexible spending account (FSA) with pre-tax employee contribution
- Life insurance and short- and long-term disability coverage
- Commitment to professional development, a tuition reimbursement program, and opportunities for growth within the organization
- Reimbursement for any mileage traveled on ICAAP business

**WORK ENVIRONMENT:** Throughout the COVID-19 pandemic, ICAAP has provided remote working flexibility for staff and currently operates under a hybrid schedule. All applicants should be prepared to work in-person at least two days per week in the Chicago office. When working from home, staff must be online and available during the core hours of 10am-2pm. Other daily work hours are flexible. All staff receive laptops, an office workspace, and all equipment necessary to complete their assigned responsibilities. Some travel may be required.

The position is grant-funded and thereby subject to conditions of the grant contracts. The position is subject to revisions to the project scope and may terminate without new or continued project funding to support the position beyond the initial project period.

*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 cover letter and resume to jobs@illinoisaap.com with “Program Manager” in the subject line.