

Illinois Chapter

INCORPORATED IN ILLINOIS

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



ILLINOIS

TITLE: Program Manager

REPORTS TO: Associate Director, Reach Out and Read

SUMMARY: The Illinois Chapter, American Academy of Pediatrics (ICAAP) is hiring a full-time Manager who will take a strong role in supporting the Reach Out and Read (ROR) Illinois program. The Manager will work closely with ICAAP staff, and healthcare professionals, and ROR Committees to execute grant deliverables and meet project goals. Desired candidates will be detail oriented, enjoy working in a fast-paced, diverse environment, and demonstrate a commitment to pediatric health and/or literacy.

ABOUT ICAAP: 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.

ABOUT REACH OUT AND READ: Reach Out and Read prepares children for kindergarten and strengthens the bond between a child and their caregiver by incorporating books into pediatric visits from six months to five years, connecting families to neighborhood resources, and encouraging families to read. ROR builds on the relationship between parents and healthcare providers and distributes early learning resources and over 180,000 books to families every year. To learn more, visit ReachOutandReadIL.org.

RESPONSIBILITIES:

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

- Reach Out and Read program implementation
 - Create program and grant materials and deliverables
 - Support new and existing ROR program sites and site staff
 - Support the activities of the ROR Committee and the ROR Site Support Advisory Group (typically one evening meeting per month)
 - Assist in planning and implementation of educational meetings and events
 - Collaborate with ICAAP and ROR members, organizational partners, and content experts
 - Work with ROR National to leverage their materials, strategies, and partnerships
- Grant management and fundraising
 - Accurately track and summarize grant activities and expenses to assist in grant reporting and administration
 - Execute contracts and process payments to members, speakers, consultants, and vendors
 - Assist with ROR fundraising activities and events

QUALIFICATIONS:

- Five years of work experience in public health, child health, childhood literacy, or related field or a bachelor's degree or equivalent with two years of work experience
- Demonstrated interest in and commitment to childhood/public health or literacy
- 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 projects
- Advanced computer skills, including knowledge of webinar tools and Microsoft suite
- As of September 1, 2021, all employees must provide proof of up-to-date (full series and recommended boosters) COVID-19 vaccination status

Not sure you meet 100% of our qualifications? We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. If you believe that you could excel in this role, we encourage you to apply.

SALARY: This full-time, 40 hour/week, exempt, 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 for employees and dependents with employer contribution; 100% employer paid medical insurance option
- 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
- 401(k) 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. Occasional evening and weekend work and 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.

TO APPLY: Please send a resume and cover letter in a *single PDF* to jobs@illinoisap.com with “ROR Program Manager” in the subject line.

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!