

## Illinois Chapter

INCORPORATED IN ILLINOIS

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



**TITLE:** Program Manager

**REPORTS TO:** Program Director

**EMPLOYMENT STATUS:** Full-time, 40 hours/week, Exempt

**SUMMARY:** The Illinois Chapter, American Academy of Pediatrics (ICAAP) is hiring a full-time Manager who will take a strong role in supporting multiple ICAAP programs. The Manager will work closely with ICAAP staff, and healthcare professionals, and ICAAP Committees to execute grant deliverables and meet project goals. The supported programs may shift based on funding cycles and organizational needs, but current programs include ICAAP's newest programs focused on pediatric mental and oral health and the existing adolescent health program. Desired candidates will be detail oriented, enjoy working in a fast-paced, diverse environment, and demonstrate a commitment to pediatric and/or public health.

**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 2,000 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](http://IllinoisAAP.org).

### RESPONSIBILITIES:

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

- Program implementation
  - Create program and grant materials and deliverables and summarize data for multiple projects
  - Assist in the creation and implementation of education programs for healthcare providers across the state
  - Perform outreach and recruitment to expand program participation
  - Staff ICAAP project committees and collaboratives
  - Assist in planning and implementation of educational meetings and events
  - Assist with development of funding proposals, budgets, and evaluation measures
  - Collaborate with ICAAP members, organizational partners, and content experts
- Grant management
  - Accurately track and summarize grant activities and expenses to assist in grant reporting and administration for multiple projects
  - Execute contracts and process payments to members, speakers, consultants, and vendors

### QUALIFICATIONS:

- Qualified candidates will have one of the following sets of experience:
  - Five years of work experience in public health, child health, or related field, or;
  - Bachelor's degree in public health or related area of study and at least two years of related work experience, or;
  - Master of Public Health and one to two years of related work experience
- Demonstrated interest in and commitment to childhood/public health
- Highly flexible with the ability to adapt to unexpected changes and emerging needs
- 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.

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, casual office dress, and regular employee appreciation activities
- 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
- Opportunity to work with a dedicated team on innovative, meaningful projects
- Reimbursement for any mileage traveled on ICAAP business

**WORK ENVIRONMENT:** Throughout the COVID-19 pandemic, ICAAP 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 the conditions of the grant contracts. The position is subject to revisions to the project scopes 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@publicgoodtalent.com](mailto:jobs@publicgoodtalent.com) with "ICAAP Program Manager" in the subject line. ICAAP is partnering with [Public Good Talent](#) to fill this position. After submitting an application, you will receive information on next steps within three business days. The hiring process will include a short introductory conversation, a 60-minute first round interview (via Zoom), a short assignment, and a final interview with the ICAAP team (via Zoom). If you have any questions about the role or the hiring process, please contact [info@publicgoodtalent.com](mailto:info@publicgoodtalent.com).

*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!*