

# Illinois Chapter

INCORPORATED IN ILLINOIS

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



**TITLE:** Early Childhood Consultant (part-time)

**REPORTS TO:** Chief Program Officer

**SUMMARY:** The Illinois Chapter, American Academy of Pediatrics (ICAAP) is hiring a part-time (20-30 hours per week) consultant who will take a strong role in supporting ICAAP's efforts, outreach, and education on Early Childhood projects. The consultant will work closely with the ICAAP team and healthcare providers to execute grant deliverables and meet project goals. This position will focus on early childhood projects in DuPage County, Villa Park and across Illinois. Desired candidates will be very detail oriented, possess strong project management and communications skills, 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](http://IllinoisAAP.org).

## RESPONSIBILITIES:

Primary duties of the Early Childhood Consultant include but are not limited to:

- With the support of ICAAP staff and Committee on Early Childhood, complete grant deliverables for a statewide project to increase the proportion of children who receive developmental screening. These include:
  - Conduct a landscape analysis of developmental screening in Illinois
  - Develop fact sheets and materials for pediatric healthcare providers
  - Coordinate four educational webinars for pediatric healthcare providers
  - Develop updated information for the ICAAP early intervention webpage
  - Develop quarterly reports for funders and partners
- With the support of ICAAP staff and Committee on Early Childhood, complete grant deliverables for a project to engage pediatricians in DuPage County and Villa Park in early childhood systems. These include:
  - Support outreach to pediatric healthcare providers serving DuPage County and Villa Park and successfully recruit providers and clinics to participate in this project
  - Host and attend virtual/in person meetings on activities and opportunities in DuPage County
  - Develop fact sheets and materials for pediatric healthcare providers in DuPage County
  - Develop quarterly reports for funders and partners
- Support ICAAP staff to host ICAAP Early Childhood quarterly committee meetings (virtually)

## QUALIFICATIONS:

- Five years of work experience in public health, child health, 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
- 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

*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.*

**COMPENSATION:** This independent contractor position will work 20-30 hours per week. The hourly rate will be \$30-35/hour depending on experience, organizational budget, and availability of grant funds. As an independent contractor, this position is not eligible for benefits.

**TRAVEL:** The independent contractor will be required to attend approximately three in person meetings and events in DuPage County in addition to ICAAP's annual Educational Conference in Naperville in November 2023. Travel time may be billed as part of the agreement and local mileage will be reimbursed.

**TIMELINE:** The ideal person will be available to start by early October 2023. These projects will conclude in June 2024 but there may be a possibility of extension.

**TO APPLY:** Please send a resume and cover letter that highlights your early childhood interest and experience in and includes your hourly rate and number of hours available each week in a *single PDF* to [jobs@illinoisap.com](mailto:jobs@illinoisap.com) with "Early Childhood Consultant" 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!*