

Illinois Chapter

INCORPORATED IN ILLINOIS

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



TITLE: Events Manager (Hybrid)

REPORTS TO: Chief Strategy Officer

SUMMARY: The Illinois Chapter, American Academy of Pediatrics (ICAAP) is hiring a full-time Events Manager who will take a strong role in supporting in person, virtual, and hybrid events, meetings, and webinars. The Manager will work closely with ICAAP staff and committees to execute events including ICAAP's annual Education Conference, Reach Out and Read Gala and Site Support Meeting, statewide immunizations conferences, Advocacy Day, and to support ongoing program webinars and educational activities as needed. Desired candidates will be detail oriented, enjoy working in a fast-paced, diverse environment, and demonstrate a commitment to ICAAP's mission and vision.

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 Events Manager include but are not limited to:

- Work closely with ICAAP staff for successful execution of events logistics (80%)
 - Manage securing of space, food/catering, and AV within grant or contract budgets; communicate effectively with vendors and other stakeholders
 - Set up events on ICAAP's website and registration platform; manage event registration and provide customer service to registrants
 - Coordinate printing and mailing of event materials including program booklets and other handouts and materials
 - Track event expenses and work with program staff to ensure events are on budget
 - Provide on-site support for events, including creating staffing plans
 - Execute contracts and process payments to members, speakers, consultants, and vendors
 - Track attendance and create reports for grant reporting purposes, outreach lists, or other activities as needed
 - Attend committee meetings as assigned to support the planning process
 - Maintain organized and accessible internal database with all event logistics information for inclusion in ICAAP newsletters and event communications
 - Create new, or update existing processes, documentation, timelines, and to-do lists where it relates to event responsibilities
- Support committee meetings and program webinars (20%)
 - Support ICAAP committees and workgroups and program webinars including scheduling, attendance tracking, minutes, follow up, and day-of support as assigned
 - Send certificates to participants who completed CME trainings

QUALIFICATIONS:

- Five years of work experience in nonprofit event planning or related field or a bachelor's degree or equivalent with two years of work experience
- Demonstrated interest in and commitment to ICAAP's mission and vision
- 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; works proactively, takes initiative, and is self-directed
- 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, 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: This is a hybrid remote position following onboarding and completion of training. 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 but should generally be weekdays between 7am-7pm. This role provides on-site support for many events and may require additional in-person work beyond the times listed above, including occasional evenings and weekends. Some travel may also be required. All staff receive laptops, an office workspace, and all equipment necessary to complete their assigned responsibilities.

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: ICAAP is partnering with Public Good Talent to recruit for this position. To apply, please send a resume and cover letter in a *single PDF* to jobs@publicgoodtalent.com with “Events Manager” in the subject line. Candidates can expect to receive a response within three business days of submitting their application.

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!