

Illinois Chapter

INCORPORATED IN ILLINOIS

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



TITLE: Executive Assistant (Hybrid)

REPORTS TO: Chief Executive Officer and Chief Operations Officer

SUMMARY: The Illinois Chapter, American Academy of Pediatrics (ICAAP) is hiring a full-time, Executive Assistant who will work closely with the Executive Director and Chief Operations Officer and play a critical role in ensuring the smooth functioning of the organization by managing administrative tasks, coordinating meetings and activities, and assisting in various operational and project-related activities. The ideal candidate will have exceptional organizational skills, a keen eye for detail and follow-through, and will 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 Executive Assistant include but are not limited to:

Executive Support (60%)

- Manage the CEO's calendar to schedule appointments and coordinate meetings with internal and external stakeholders and members
- Prepare and distribute relevant documents, agendas, and materials for meetings
- Handle incoming communications, prioritize emails, and respond on behalf of the ED as needed
- Draft, edit, and proofread correspondence, reports, spreadsheets, and presentations
- Support ICAAP committees and workgroups including scheduling, minutes, and follow-up as assigned
- Coordinate and plan events such as Executive Committee meetings, staff meetings, parties, and special events
- Execute contracts and process payments to members, speakers, consultants, and vendors; manage ED expense reports
- Manage and track legislation and assist with advocacy efforts as directed
- Communicate with members, external stakeholders, and legislators to support the organizational vision
- Connect directly with residency programs and academic children's hospitals to schedule meetings and presentations to support connections to the Chapter
- Work with ICAAP staff and consultants to prioritize items to meet the overall needs of the organization

Operational Support (40%)

- Support grant operations including voucher, report, and application submission
- Serve as primary point of contact with vendors including IT support and insurance brokers; troubleshoot issues with vendors and communicate with staff
- Support HR functions including scheduling, setup, and document management
- Arrange travel for ICAAP staff and executive committee members as needed
- Support special initiatives, ad-hoc projects, and strategic initiatives as directed

QUALIFICATIONS:

- Six years of work experience supporting senior staff or C-Level executives; experience supporting multiple staff at once or in a nonprofit environment is preferred; Or, candidates with a bachelor's degree or equivalent plus three years of relevant work experience.
- Demonstrated interest in and commitment to ICAAP's mission and vision

- Experience with scheduling meetings and managing multiple calendars
- Resourceful and self-motivated with outstanding problem-solving skills
- Skilled in “managing up” and enhancing the executives’ effectiveness in service of ICAAP’s mission
- 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 and flexible
- Advanced computer skills, including knowledge of webinar tools and Microsoft suite; advanced Excel skills
- Ability to maintain confidentiality with sensitive information
- 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-\$57,500 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. Office days may be determined based on CEO/COO needs. 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 meetings and 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 “Executive Assistant” 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!