

Illinois Chapter

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American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



ILLINOIS

TITLE: Downstate Program Manager, Reach Out and Read (Remote)

REPORTS TO: Director, Reach Out and Read

SUMMARY: The Illinois Chapter, American Academy of Pediatrics (ICAAP) is hiring a full-time, remote Manager located in Southern or Central Illinois who will take a strong role in supporting the Reach Out and Read (ROR) Illinois program and expanding the program footprint outside of Chicagoland. The Manager will work closely with ICAAP staff, 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
 - Drive communication with sites via email, newsletter, and social media
 - 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
 - Conduct virtual and in-person visits to existing ROR sites and perform outreach visits to clinics interested in adopting the ROR Program; build strong working relationships with site contacts
 - Support database management, data collection and analysis
 - 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
- ICAAP Downstate Program Support
 - Serve as an ambassador for all ICAAP programs in southern and central Illinois
 - Attend internal and external events and meetings in southern and central Illinois

TRAVEL: Moderate day and overnight travel will be required for this position (roughly 20% of time). The majority of the travel will take place in central and southern Illinois to conduct site visits at current and prospective ROR clinics

and to attend external and ICAAP events in the regions. Some travel to Chicago for ROR or ICAAP events and onboarding, in addition to the national ROR conference will be required.

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 and relationship building 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
- Access to reliable transportation, valid IL auto insurance, and a clean driving record
- Located in Central or Southern Illinois

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
- 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, and Chicago-based staff currently operate under a hybrid schedule. This downstate role is fully remote, with the exception of the items outlined in the "Travel" section above. When working remotely, staff must be online and available during the core hours of 10am-2pm. Other daily work hours are flexible but generally fall between 7am-7pm. All staff receive laptops and all equipment necessary to complete their assigned responsibilities. Occasional evening and weekend work 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: 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 “ROR Program 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!