TITLE: Project Coordinator (Hybrid)

REPORTS TO: Chief Program Officer

SUMMARY: The Illinois Chapter, American Academy of Pediatrics (ICAAP) is hiring a full-time Project Coordinator who will take a strong role in supporting Immunizations and Mental Health & Development programs and events.

The Coordinator will work closely with the project teams to execute grant deliverables and meet project goals. The Coordinator will take a strong role in event coordination for roughly ten in-person conferences around the state and to support ongoing program webinars and educational activities. Desired candidates will be detail-oriented and highly organized 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 Project Coordinator include but are not limited to:

• Project Coordination (50%)
  o Assist in organizing, updating, and distributing educational and outreach materials and project deliverables
  o Accurately track grant activities to assist in grant reporting and administration
  o Support ICAAP committees/workgroups and public webinars including scheduling, attendance tracking, taking minutes, follow-up, and day-of support
  o Collect participation/evaluation data and send certificates to participants who complete accredited trainings
  o Prepare and collect documentation to support grant activities and deliverables

• Event Coordination (50%)
  o Secure space, food, AV, and other on-site needs; communicate effectively with vendors
  o Organize contracts and payments to speakers, vendors, and sponsors; track event expenses
  o Set up events on ICAAP’s website and registration platform; track registration and attendance
  o Support event communications and provide customer service to registrants
  o Coordinate printing and mailing of event materials
  o Provide on-site support for events

QUALIFICATIONS:
• Two years of work experience in public health, nonprofits, event planning, or a related field or a bachelor’s degree or equivalent
• Demonstrated interest in and commitment to ICAAP’s mission and vision
• Highly organized and detail-oriented, with an ability to produce error-free work
• Resourceful and self-motivated with outstanding problem-solving skills
• Excellent written and verbal communication skills
• 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
• All employees must provide proof of up-to-date (full series and recommended boosters) COVID-19 vaccination status and be residents of Illinois
• Access to reliable transportation to transport items to and from events and the ability to travel to roughly five Chicagoland events and five statewide events per year, including overnight travel

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 $40,000-$45,000 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 other employee incentives, and occasional bonuses.

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 current 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
• Free 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. 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, including occasional evenings and weekends. Some travel is required to up to 10 statewide events per year and will include overnight stays. 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 periods.

TO APPLY: To apply, please send a resume and cover letter in a single PDF to jobs@illinoisaap.com with “Last Name - Project Coordinator” in the subject line. No phone calls please.

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!