

# American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN™



## Program Manager, Primary Care Practice Initiatives

Grant Funded

The American Academy of Pediatrics (AAP), the nation's leading advocacy organization for children's healthcare, is seeking an individual excited about health policy to manage grants related to primary care practice topics, including clinical recommendations for preventive pediatric health care. This role will integrate grant activities with related efforts of AAP committees, councils, sections, and other organizations; represent the grant activities to internal and external AAP stakeholders; provide secondary staff support to practice implementation related committees, sections, and other groups.

Some tasks include:

1. Manage and implement activities of assigned grant projects, including assisting in the preparation of required progress reports and reporting materials, continuation applications, and other documents.
2. Manage all AAP operations related to the Bright Futures recommendations for preventative pediatric health care, also known as the Periodicity Schedule. This includes development, maintenance, and dissemination of the Periodicity Schedule.
3. Lead partnerships with relevant advisory groups, subject matter experts, coalition members, government agencies, and others. Provide primary staff support to the Periodicity Schedule Advisory Group, including strategic planning, agenda development, meeting preparation, and other administrative follow-up on relevant action items.
4. Develop processes to track AAP policy and relevant evidence related to preventative pediatric health care, and effectively communicate changes that have implications to internal and external AAP stakeholders. Manage the Periodicity Schedule public comment process, including promoting and monitoring the public comment portal for submission of new ideas/topics for consideration.
5. Oversee the preparation and submission of background materials to the AAP Executive Committee and to the federal Maternal and Child Health Bureau documenting proposed revisions to the Periodicity Schedule.
6. Ensure adherence by all stakeholders to annual timelines for timely release of the Periodicity Schedule.
7. Manage updates to AAP Periodicity Schedule web page with support of other AAP teams.
8. Explore opportunities for and implement technical enhancements to the Periodicity Schedule and related resources to facilitate implementation at the point of care.
9. Provide secondary staff support to the Committee on Practice and Ambulatory Medicine (COPAM), including but not limited to agenda development, meeting planning and attendance, and development of minutes. Ensure work is completed in accordance with AAP policies.
10. Assist the Manager, Practice Management with timely implementation of practice resources aligned to COPAM and AAP policy, such as the development of practice checklists and handouts.
11. Provide additional staff support to the Section on Administration and Practice Management (SOAPM) and the Pediatric Practice Management Alliance (PPMA) as it pertains to implementation of pediatric practice, including but not limited to, fielding surveys, supporting educational activities, and learning needs of AAP membership, monitoring listservs to assess member need and inform primary care practice initiatives.
12. Identify the need for consultants and monitor their work, as needed.
13. Develop, disseminate, and/or promote the availability of resources and tools around project topics via web pages, social media, and other communication channels both internal and external to the AAP.
14. Collaborate with related committees, councils, sections, medical specialty societies, and/or other child health organizations as relevant.
15. Attend meetings as needed and work closely with federal agencies and other staff working on the Bright Futures Guidelines.
16. Develop and monitor project budgets.
17. Oversee evaluation of project activities and assessment of overall effectiveness of the project. Provide analysis of issues related to project activities and identify opportunities and plans for continuous improvement of grant activities.

Qualifications needed:

1. Bachelor's degree in health administration, public health, nursing, or a related discipline or an equivalent combination of relevant education and work experience required.
2. At least 2 years related experience in program coordination or management, including fostering partnerships with key stakeholders and grants writing/management required.
3. Excellent interpersonal, communication, diplomacy, organizational, and written/verbal communication skills required. Must be outcomes-oriented and able to manage multiple priorities simultaneously, take initiative, work both independently and as part of a team, lead collaborative efforts across multiple organizations, adapt well to change, assimilate information for a variety of target audiences and promote and maintain a positive and cooperative team-oriented work environment with a commitment to equity, diversity, and inclusion. Strong technical acumen essential with proficiency in MS Office and the ability to learn and apply new technologies; familiarity with collaborative web software (e.g., SharePoint), and virtual meeting platforms (e.g., WebEx, Teams, Zoom) preferred. Some travel and evening/weekend work required, along with the need for flexibility in arranging work schedules to accommodate physicians' availability.

**Hybrid working arrangement of 40% on-site at our Chicago suburb headquarters in Itasca, IL.**

**All AAP employees must be fully vaccinated against COVID-19; requests for a medical or religious accommodation regarding this vaccination can be submitted for consideration upon an offer of employment.**

To learn more about the organization, see a full job description, and/or apply for the position, please visit: <https://www.aap.org/employment>.

The AAP offers an excellent work environment, competitive salary, and a comprehensive benefits package. As a reaffirmation to our employee-focused culture, since 2005 the AAP has been named one of the 101 Best and Brightest Companies to Work for in the Chicagoland area. Additionally, we are an Equal Opportunity Employer of Minorities, Females, Individuals with Disabilities, and Veterans that values the strength diversity brings to our workplace.

Reasonable Accommodation: Individuals with a disability in need of a reasonable accommodation regarding the job application process may call 630-626-6297. Please note, only those inquiries concerning a request for reasonable accommodation will receive a response.