

Manager, Pediatric Health Equity Scholars Network (Grant Funded)

The American Academy of Pediatrics (AAP), the nation’s leading advocacy organization for children’s healthcare, seeks a public health professional with strong project management skills for a newly created role. This 2-year grant funded position is made possible by the Robert Wood Johnson Foundation and will manage the development and implementation of the “Building a Race-Conscious Approach to Pediatric Policy and Research” project. The project will establish a scholars’ network to support those engaging in culturally effective, equity-focused research and will foster a supportive ecosystem for health equity research and researchers.

Reporting to the Sr Director, Equity Initiatives, some tasks include:

1. Lead and manage efforts to establish the PHESN, including developing network infrastructure; facilitating efforts to recruit and select participants; and facilitating development of the PHESN implementation plan. Manage other related project activities, including planning and executing meetings, evaluating project activities, and ensuring timely completion of project deliverables.
2. Manage and monitor project budget; make recommendations for budgetary and/or programmatic adjustments, as needed, and prepare reports in accordance with funder requirements.
3. Manage the development and execution of scope(s) of work and related deliverables for project subcontracts and consulting agreements. Ensure effective and timely completion of deliverables and processing of invoices.
4. Work with facilitator, consultants, and relevant AAP staff to plan, design, and coordinate PEHSN convenings and Partner Learning Labs (PLL).
5. Serve as primary contact person for PLL and PHESN participants, mentors, consultants and subject matter experts.
6. Collaborate with relevant AAP staff to facilitate alignment and collaboration with relevant AAP programs and initiatives, such as the Women’s

Wellness through Equity and Leadership (WEL) program.

1. Serve as primary contact person for program staff at funding agency; prepare meeting agendas and communications with program staff and attend/lead project meetings as required.
2. Develop project progress reports in accordance with funder requirements. Work with supervisor and AAP Finance staff to ensure compliance with reporting requirements.
3. Respond to inquiries and correspondence from internal stakeholders, the funder, other grantees and organizations regarding project activities.
4. Supervise and mentor assigned staff. Encourage a work environment that promotes inclusion and belonging of all staff. Support ongoing staff development, help set objectives, and evaluate performance, and promote and enhance staff capacity in skills necessary to achieve goals. Ensure staff operate in a fiscally prudent manner, maintain confidentiality, operate with the highest ethical standards, and provide excellent service to members and volunteers.
5. Direct the work of project consultants as assigned.
6. Perform all other duties as assigned.

Qualifications needed:

1. Bachelor’s degree in public health, health administration, public administration, health policy, education or related field preferred.
2. At least three years’ related experience in public health program coordination/management required, preferably related to health equity research, including program planning, implementation, and evaluation and budget management, and supervising staff or serving as a team lead. Experience with grant management, health equity research strategies, educational resources, and leading projects and discussions around equity, diversity and inclusion strongly preferred, as well as working in a medical association or national advocacy organization.
3. Excellent organizational, project management, interpersonal, diplomacy, and verbal/written communication skills required. Must be able to manage multiple projects simultaneously, take initiative, work both independently and as part of a team, lead collaborative efforts across multiple organizations, 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; experience with document collaboration platforms (e.g., SharePoint), budgeting software (e.g., Acumatica), and virtual meeting platforms (eg, WebEx, Teams) preferred. Some travel and evening/weekend work required, along with the need for flexibility in arranging work schedule to accommodate physicians’ availability.

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

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