



American Academy of Pediatrics, California Chapter 3

Position: Project Specialist

Background

The San Diego Chapter of the American Academy of Pediatrics (AAP-CA3), a 501c3 organization, is a trusted leader for children's health and well-being, providing oversight to key initiatives benefiting children and families in the region. In addition to providing member services for local pediatricians since 1961, the AAP-CA3 oversees several community projects in support of child health initiatives. The AAP-CA3 is dedicated to achieving physical, mental health, and social well-being for every infant, child, and adolescent in San Diego and Imperial Counties, and supports our members in this endeavor.

AAP-CA3 employs a local, mostly remote workforce, and provides a collaborative and supportive team environment. We offer a generous benefits package that includes health coverage (medical, dental, and vision), life and long-term disability insurance, accrual of paid personal time off, paid holidays, and a wellness program.

Title: Project Specialist
Projects: Home Visiting Department
Reports to: Project Director, AAP-CA3
Job Type: Full-time, Non-Exempt (hourly), Grant-based
Salary Range: \$27.02 to \$31.79 (Hourly Wage)
Location: San Diego County, Hybrid

Job Summary:

The Project Specialist opening is with the Home Visiting Department, supporting a Public Health Nursing grant to train County nurses in the Healthy Families America model. The AAP-CA3 project team works closely with the County of San Diego, First 5 California, and First 5 San Diego to develop an efficient and coordinated countywide system for connecting families with children under the age of 5 with needed health and developmental support services. The Project Specialist supports the AAP-CA3 project team, Chapter members, and community partner staff. This position partners with the Project Director and/or Senior Project Specialist to deliver project objectives.

Responsibilities:

- Assist the Project Directors and support staff with project management activities to ensure implementation tasks are completed.
- Facilitate meetings and discussion groups, document and track progress towards goals.
- Schedule and plan internal and external meetings and events.
- Prepare written documents and summary reports for committees and/or organizational and contracting requirements.
- Assist with developing training and meeting materials.
- Provide technical assistance and quality assurance support to service providers.
- Assist with quality assurance and data/chart reviews.
- Conduct assessments and develop plans to maximize existing resources and identify future areas for growth.
- Attend committee meetings and/or meetings with community partners, representing the project and organization.
- Work with the team to develop key relationships with the community, provider agencies, and members.
- Interface with community partners; facilitate provider meetings and conversations with relevant agencies.
- Communicate with funders as needed.
- Complete all other tasks as required.

Qualifications and Skills:

- Master's degree in related field and 1-2 years of experience managing a community health project, or Bachelor's degree in related field and minimum of 5 years of experience for a community health project or non-profit program.
- Interest and experience in the field of child development, infant mental health, and maternal child health.
- Experience or familiarity with non-profit organizations.
- Knowledge of public health program design, development, implementation, and evaluation.
- Ability to work collaboratively with a wide range of people, including MDs, PhDs, other public health professionals, and external organizations.
- Sensitivity to social, cultural, and political issues; foster framework for diversity, equity, inclusion, and belonging.
- Proven ability to plan, organize and think strategically.
- Deliver effective presentations and excellent writing skills.
- Exceptional communication and customer service skills; exhibit a professional and positive attitude.
- Self-motivated, independent worker who also collaborates well with a team.
- Adaptable and flexible, able to respond quickly to changing ideas, responsibilities, expectations, trends, strategies, and other processes at work; display a growth mindset.
- Ability to reflect on one's actions to engage in a process of continuous learning.
- Strong organizational skills, can prioritize and coordinate multiple competing demands.
- Extreme attention to detail and very high-quality standards.
- Embraces relevant technology and actively improves their skills through informal and formal learning.
- Proficient with MS Office suite (including PowerPoint presentations, Outlook, and Excel), general computer skills and social media awareness, ability to facilitate online meetings.

Other:

- Must have transportation, valid California driver's license and proof of insurance.
- Ability to travel in vehicle with occasional driving primarily in San Diego County.
- Flexible work location and schedule in Chapter office or local home office.
- Occasional night and weekend meetings and travel to trainings.

Hourly wages will be based on qualifications and/or experience, with a robust benefits package. Expected starting pay range of \$27.02 to \$31.79 per hour.

Ability to perform these essential functions will be used by Executive Director to determine if reasonable accommodation is possible for a disabled employee protected by the Americans with Disabilities Act.

AAP-CA3 is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities on an occasional as needed basis.