



## American Academy of Pediatrics, California Chapter 3

### Job Opening: Project Coordinator

#### 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 is looking for a self-starting, enthusiastic professional experienced in the non-profit sector to join our cohesive and caring team. This position is with the Home Visiting Program supporting the Home Visiting Collaborative/Family Support Connection. AAP-CA3 provides coordination and support for the countywide collaboration known as the Family Support Connection of San Diego. It is made up of a group of programs that focus on supporting pregnant women and families with small children through in-home parenting education and support with the goal of preventing child abuse and neglect. 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.

**Title:** Project Coordinator  
**Projects:** First Steps and Family Support Connection  
**Reports to:** Project Director, AAP-CA3  
**Job Type:** Full-time, Non-Exempt (hourly), Grant-based  
**Salary Range:** \$21.96 to \$25.00 (Hourly Wage)  
**Location:** San Diego County

#### Job Summary

- Provide administrative support for project staff including assistance with scheduling, confirming, note taking, and correspondence for meetings or trainings.
- Prepare, schedule, help plan, and host internal and external trainings, meetings, and events.
- Create and maintain office files, office forms, project records, and mailing lists. Assist with organizing form feedback and updating forms.
- Attend meetings with community partners, representing the project and organization; help facilitate online, and in-person meetings as needed.
- Disseminate memos and directions for site visit activities or committee meetings.
- Help create handouts, presentations, and visuals, and may assist with video editing for meetings and trainings.
- Update online events and contribute to and disseminate newsletter information. Work with the webmaster to maintain the website with up-to-date materials.
- Provide input and ideas for marketing and social media outreach efforts for the project; liaise with marketing staff, various marketing and website contractors, and promotional item vendors.
- Partner with Project Assistant(s) to arrange logistics and prepare materials for meetings. Order, pick up and deliver lunches and materials as needed for outreach, trainings, and other meetings.
- Assist with human resource-related administrative activities and emails, such as tracking staff and partner training utilizing a learning management system.
- Coordinate orders with vendors and review corresponding bills and invoices.
- Assist with financial administrative processes as needed to support supervisors. Create and maintain spreadsheets and update databases.
- Utilize online survey tools and mass email platforms.
- Assist with writing summary reports for contracting requirements.

- Complete other tasks and special projects as needed to support Chapter programs.

### Qualifications and Skills

- Bachelor's degree and 1-3 years of relevant experience in a professional office setting.
- Experience or familiarity with non-profit organizations.
- Adept with MS Office suite (including PowerPoint presentations, Outlook, and Excel), general computer skills and social media experience, and experience with facilitating online meetings using video conference platforms, design tools such as Canva, Adobe, etc. Knowledge of office technology.
- Detail-oriented, able to enter data accurately.

### Competencies

- Interest and experience in the field of child development or non-profit sector.
- Excellent communication and customer service skills.
- Good organizational skills with ability to prioritize and handle multiple tasks.
- Good judgment and problem-solving skills.
- Display a professional, positive, "can-do" attitude.
- Ability to collaborate as part of a team, as well as work independently.
- Aptitude to self-manage, focus, and stay on task when working from home.
- Adaptable and flexible.
- Display a growth mindset; ability to reflect on one's actions to engage in a process of continuous learning.
- 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, and inclusion.

### Other

- Must have transportation, a valid California driver's license, and proof of insurance.
- Ability to travel, with occasional driving, primarily in San Diego County.
- Must be able to lift a minimum of 20 lbs.
- Flexible work location and schedule in the Chapter office or local home office.
- Occasional night and weekend meetings and travel to trainings.
- Adherence to public health orders is essential, and COVID-19 vaccination is strongly encouraged.
- Salary commensurate with experience.

### Working Environment

- Pleasant indoor office environment and/or your local home office space absent of frequent distractions.
- Ability to hear sufficiently and speak concisely for phone conversations and quiet, confidential verbal discussions.
- High-speed Internet service and mobile phone service are needed for the home office; partial utility reimbursement is provided.
- Collaborative and positive team environment supportive of work/life balance.

### Physical Demands

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|-----------------------------------|----------------------|-----------------------------------------------------------------------------------|
| • Walking and Standing (Mobility) | <i>Less than 30%</i> | • Lifting Less than 40 pounds <i>Seldom</i>                                       |
| • Sitting                         | <i>More than 50%</i> | • 41 to 60 pounds <i>Never</i>                                                    |
| • Hand and Finger Dexterity       | <i>More than 50%</i> | • Prolonged periods sitting at a desk and working on a computer.                  |
| • Close Vision                    | <i>More than 50%</i> | • Ability to bend and pull occasionally to access files, equipment, and supplies. |
| • Talking and Hearing             | <i>More than 70%</i> |                                                                                   |

The 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.

**To apply, please forward resume and cover letter via email to Kirstie Pfeifer at [kpfeifer@aapca3.org](mailto:kpfeifer@aapca3.org). Applications without a cover letter will not be considered.**

**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.