

Pennsylvania Chapter

INCORPORATED IN PENNSYLVANIA

American Academy of Pediatrics



DEDICATED TO THE HEALTH OF ALL CHILDREN®

Position Description: Administrative Assistant, Practice-Based Initiatives

Reports to: Director of Practice-Based Initiatives

Full Time – Exempt Position

JOB SUMMARY

The Administrative Assistant, Practice-Based Initiatives provides daily administrative support to the Director, Practice-Based Initiatives, supporting the programs and activities of the department, and assigned committees and members. To be successful in this role, candidates should be well-organized and tech savvy, and have great time management skills, with the ability to manage multiple projects and deadlines.

Following the probationary period, this is a hybrid work arrangement with 40% on-site at our Chapter headquarter office in King of Prussia, PA, and 60% remote from home. In addition, All PA 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide day-to-day support to the Director of Practice-Based Initiatives, to facilitate the efficient functioning of the department, supporting a variety of projects. Tasks include, but are not limited to:

- Maintain and support social media channels and posts and communication related to PA Medical Home Program, quality improvement and/or other emerging projects and public health related topics.
- Design lay out and manage distribution for quarterly newsletter for PA Medical Home Program. Incorporate comments/edits, finalize newsletter, and manage distribution and uploading to program/project websites.
- Support program/project needs, such as website management, building toolkits and resources, and supporting outreach efforts as needed.
- Provide effective coordination and support all aspects of program-related meetings and conferences (e.g., CYSHCN Committee meetings, webinars, task force meetings, special meetings, quality improvement work, etc.).
- Provide administrative support for the PA AAP CYSHCN Committee, including meeting preparation, drafting minutes, staffing/tech support for meetings/calls, follow-up as needed and maintenance of all such records.
- Assist in survey development and creation for data collection efforts.
- Maintain and work on data projects and analysis with the PA Medical Home Program research team, and other projects as assigned by the Director of Practice-Based Initiatives.
- Provide support for financial operations as needed, assisting with invoices, reports, etc., as assigned.
- Assist with other miscellaneous tasks as assigned.

EDUCATION/EXPERIENCE/ESSENTIAL SKILLS:

- Bachelor's Degree. Experience in public health, health administration or related field preferred;
- Must have proficient skills with MS Office programs/software and data entry/management.
- Experience with web-based meeting platforms and graphic design software is a plus.
- Detailed multi-tasker with strong organizational and planning skills.
- Excellent written, oral, web, and social media communication skills to interact effectively and diplomatically with medical professionals and a wide variety of community partners.
- Must be a confident communicator.

- Valid driver's license, proof of auto insurance and access to a reliable vehicle is required for occasional travel in Pennsylvania.
- Ability to work occasional evenings for webinars or meetings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The PA Chapter, American Academy of Pediatrics reserves the right to change, modify, suspend, delete, or depart from any and/or all parts of this position description, at any time. Nothing in this position description is intended to limit the Agency's rights in any manner.

Job Type: Full-time position, available **immediately**.

Interested applicants, please send CV and cover letter to:

Eileen Thompson, RN, BSN @ ethompson@paaap.org

Director, Practice-Based Initiatives

PA Chapter, American Academy of Pediatrics