

Pennsylvania Chapter

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



Position: Training/Technical Assistance (T/TA) Coordinator, Early Childhood Education Linkage System (ECELS)

Reports to: Director of Community-Based Initiatives

Part-Time: 0.625 FTE (25hrs/week - with potential for additional hours) – **Exempt Position**

Salary and Benefits: \$30-32 per hour, benefits-eligible position

Location: Telecommute (residence in PA, NJ or DE required)

General Overview:

This position involves:

- ◆ Assignments to plan, implement and coordinate activities undertaken by ECELS.
- ◆ Interpersonal skills, teamwork, time management, self-discipline, communication, diligence, flexibility and a high standard for quality in personal performance with limited supervision.
- ◆ Written and oral communication with other health professionals, early learning practitioners and other professionals in the ECE community (child care certification staff, TA Consultants).
- ◆ Computer skills (EXCEL, Office 365) and willingness to advance computer skills.
- ◆ Commitment to improvement of health and safety in child care (physical and mental health, nutrition, and oral health for children, child care staff and families).

Educational Background and Work Experience:

- ◆ Licensed health professional with pediatric expertise preferred
- ◆ Minimum of a bachelor's degree preferred
- ◆ Experience with early childhood educators/child care providers desired

Specific Duties and Reporting Relationships:

- ◆ Reports to Director of Community-Based Initiatives
- ◆ Uses reference materials appropriately to obtain accurate, current technical information
- ◆ Reviews materials and online resources to promote as needed
- ◆ Provides virtual technical assistance (phone, email, virtual meeting if needed) to programs referred to ECELS by funders/partners on COVID-19 and general health and safety guidance; provides on-site technical assistance as/if needed
- ◆ Maintains awareness of and contributes to meeting the commitments in contract and grant agreements of the PA AAP for ECELS
- ◆ Maintains professional and community liaison relationships for PA AAP and ECELS
- ◆ Contributes to the work of others who are preparing reports of the work of ECELS
- ◆ Uses ECELS resources efficiently and effectively, tracking timelines and tasks on projects
- ◆ Contributes to team planning for ongoing and new initiatives of ECELS
- ◆ Participates in meetings and events as a representative of PA AAP and ECELS (Note: a valid driver's license, proof of auto insurance and access to a reliable vehicle is required for occasional travel in Pennsylvania).

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.

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. **Interested candidates may send a cover letter and resume to Kristin Haegele Hill, Director of Community-Based Initiatives at khaegelehill@paaap.org.**