



California Chapter 3

American Academy of Pediatrics, California Chapter 3

Job Description

Project Assistant

Background

The San Diego Chapter of the American Academy of Pediatrics (AAP-CA3) is responsible for providing coordination and support for First 5 First Steps (First Steps) program. First Steps offers families in-home parenting education and support with the goal of preventing child abuse and neglect. The AAP-CA3 project team oversees the project countywide. The AAP-CA3 project team works closely with the First 5-funded regional service networks, the First 5 Commission of San Diego County, and other community partners to develop an efficient and coordinated countywide system for delivering healthy developmental services to children under the age of 5. This project is funded by the First 5 Commission of San Diego County.

The Project Assistant works closely with the AAP-CA3 Chapter, project team, First 5 staff, and regional leadership. This part-time position is grant-based and is funded by the First 5 Commission of San Diego County.

Title Project Assistant

Project First 5 First Steps Countywide Coordination and Support

Reports to Project Director

Job Summary

- Provide administrative assistance to project staff
- Coordinate office operations – including printing and photocopying materials; compiling packets; maintaining filing systems; maintaining office forms, records, and mailing lists
- Coordinate training and event logistics and bookings – including registration and attendee tracking; venue coordination; presentation and materials - compiling, copying and organizing; pre- and post-event evaluations
- Assist project staff in producing brochures, fact sheets, newsletters, and other outreach materials for use by community providers
- Coordinate meeting logistics - including scheduling and communicating with attendees, preparing and distributing agendas and minutes
- Assist with outreach, marketing, trainings, and meetings
- Order, pick up and deliver meals for outreach, trainings, and other meetings
- Maintain project website with up-to-date information
- Complete other tasks as needed

Minimum Qualifications

- Bachelor's degree or 1-2 years relevant experience in a professional office setting
- Demonstrate oral and written communication skills
- Ability to work as part of a team, to prioritize and handle multiple tasks, and to work independently
- Good judgment and problem solving skills
- Good organizational skills
- Experience or familiarity with non-profit organizations
- Ability to work with a wide range of people, including MDs, PhD, and other public health professionals, and organizations
- A positive attitude
- Interest and experience in the field of child development or social services
- Computer literate, familiar with commonly used MS Office suite and tools and some experience with website design
- Knowledge of office technology including computers, audio/visual equipment, email, Internet, phones, FAX, and copier



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Other

- Must have transportation, valid California driver's license and proof of insurance
- Travel in San Diego County is required
- Must be able to lift a minimum of 30 lbs

Working Environment

- Ability to hear sufficiently for phone conversations and quiet, confidential oral discussions
- Ability to speak clearly and concisely enough to be understood by coworkers, clients, vendors, via phone and in person
- Ability to sit for long periods of time in meetings or at desk
- Ability to bend and pull occasionally to access files, equipment, and supplies
- Ability to travel in vehicle with substantial driving primarily in San Diego County and have a valid CA driver's license
- Ability to work Monday - Friday 7AM - 5PM

Physical Demands

Walking and Standing (Mobility)	Less than 30%
Sitting	More than 50%
Hand and Finger Dexterity	More than 50%
Close Vision	More than 50%
Talking and Hearing	More than 70%
Lifting Less than 40 pounds	Seldom
41 to 60 pounds	Seldom

Ability to perform these essential functions will be used by AAP-CA3 to determine if reasonable accommodation is possible for a disabled employee protected by the Americans with Disabilities Act.

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 from time to time, as needed.

To apply, please forward resume to Minou Sadeghi – msadeghi@aapca3.org or fax to 619-281-2295.