

**Job Announcement**

**Position Title:** Project Coordinator

**Organization:** American Academy of Pediatrics, California Chapter 3

The San Diego chapter of the American Academy of Pediatrics (AAP-CA3) is looking for an enthusiastic, organized, and detail-oriented Program Coordinator to join a team that provides training and technical assistance to a network of home visiting sites in San Diego. AAP-CA3 is responsible for providing countywide coordination and support to direct service staff in the First 5 First Steps program. The program offers families in-home parenting education and support with the goal of preventing child abuse and neglect.

The Project Coordinator will be actively involved in the implementation of an evidence-based model and assisting AAP-CA3 and home visiting sites in achieving accreditation. Responsibilities include: assisting in the development and implementation of a Quality Assurance Plan and Training Plan; facilitating communication between AAP-CA3 staff and home visiting sites; writing clear reports for contracting requirements; attending meetings with community partners; planning and hosting trainings.

**Job Summary**

• Work with team to develop and coordinate Scope of Work activities to ensure quality outcomes and efficient compliance of contract/funding requirements

• Facilitate and document communication between team members and outside stakeholders

• Provide technical assistance to sites

• Work with team to develop key relationships with the community, government, health experts and development experts

• Assist with writing summary reports for contracting requirements

• Complete other tasks as needed to support the project

• Attend meetings with community partners

• Assist with the scheduling of internal and external meetings

• Assist with and plan trainings as needed

**Minimum Qualifications**

• Bachelor’s degree in child development, social work, or related field

• 4-5 years’ experience coordinating a community health oriented project

• Excellent writing and communication skills

• Interest and experience in the field of child development

• Ability to work with a wide range of people and organizations

• A positive attitude

• Experience or familiarity with non-profit organizations in San Diego County

• Strong/demonstrable MS Office suite skills

• Familiarity working with people from diverse backgrounds, including MDs, PhDs and other public health professionals

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