



American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



American Academy of Pediatrics, California Chapter 3

Job Description: Project Assistant

Background

The San Diego Chapter of the American Academy of Pediatrics (AAP-CA3, a 501(c)(3) organization) is the trusted leader for children’s health and well-being, providing oversight to key initiatives benefiting children and families in the region.

AAP-CA3 is looking for a self-starting, passionate, and energetic professional, experienced in the non-profit sector to join our team. The Project Assistant will work with and provide support to the AAP-CA3 team. This full-time position is grant-based.

AAP-CA3 is responsible for providing coordination and support for the First 5 First Steps Family Support 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 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.

- Title** Project Assistant
- Project(s)** First 5 First Steps
- Reports to** Project Director, AAP-CA3
- Job Type** Full Time, Salaried
- Location** San Diego County (Due to COVID-19 all employees working remotely until further notice)

Job Summary

- Provide administrative assistance for project staff
- Coordinate administrative operations – including photocopying materials, working with printing company, compiling materials, and completing additional tasks to support the project as needed
- Assist AAP-CA3 staff in producing brochures, fact sheets, newsletters, and other outreach materials
- Assist with outreach, trainings, and meetings
- Work on special projects as needed
- Distribute, mail, and manage inventory of outreach and training materials
- Order, pick up and deliver meals for outreach, trainings, and other meetings
- Confirm details of all outreach, trainings and meetings including dates and times, locations, and attendees
- Schedule and host meetings and trainings in video-conference platforms
- Create and maintain office files, office forms, meeting minutes, project records and mailing lists
- Organize, track, and send monthly emails to program staff
- Maintain spreadsheets and update databases
- Complete other tasks as needed

Minimum Qualifications

- Bachelor’s degree or 1-2 years relevant experience in a professional office setting
- Exceptional communication and customer service skills
- Display a professional can-do attitude
- Proficiency with Microsoft Office software
- Knowledge of office technology including computers, audio/visual equipment, email, Internet, phone systems
- Interest and experience in the field of child development or non-profit sector
- Ability to work as part of a team, to prioritize and handle multiple tasks, and to work independently
- Good judgment and problem-solving skills
- Detail oriented, able to enter data accurately
- Some evening and weekend meetings required
- Good organizational skills
- Experience or familiarity with non-profit organizations
- Ability to focus while working from home (during COVID-19 work-from-home period)

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.
- Flexible work location and schedule with possible nights and weekends
- Salary commensurate with experience

Working Environment

- Generally pleasant indoor office environment
- Ability to hear sufficiently for phone conversations and quiet, confidential oral discussions
- Ability to speak clearly and concisely enough to be understood
- 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

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	Never

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 to Minou Sadeghi at msadeghi@aapca3.org or fax to (858) 453-1311.

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.