



San Diego & Imperial Counties  
INCORPORATED IN CALIFORNIA

AMERICAN ACADEMY OF PEDIATRICS - CALIFORNIA CHAPTER 3

## American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



### American Academy of Pediatrics, California Chapter 3

#### Job Description: Project Specialist

#### Background

The San Diego Chapter of the American Academy of Pediatrics (AAP-CA3), a 501c3 organization, is the trusted leader for children's health and well-being, providing oversight to key initiatives benefiting children and families in the region. We are looking for a Project Specialist to join our growing team.

High quality programs are integral to achieving strategic priorities identified by the AAP-CA3. Current priorities, related to this position, are to expand the implementation of an evidence-based family support model and assist AAP-CA3 and home visiting sites with maintaining accreditation. This role works collaboratively with the Project Director and direct service agencies on matters related to the development, implementation, operation, funding, quality assurance, and evaluation of the grant project. This exciting opportunity will work with a network of partners to explore innovative approaches to expand access to services, identify and implement strategies to sustain ideas and projects for lasting impact, and share those findings in stakeholder convenings.

**Title:** Project Specialist

**Project:** First 5 First Steps, others as needed

**Reports to:** Project Director

**Job Type:** Full-time, Salaried

**Location:** San Diego County (due to COVID-19, all employees working remotely until further notice)

#### Job Summary

- Assist the Project Directors and support staff with project management activities to ensure implementation tasks are completed.
- Work with team to develop key relationships with the community, government, health experts and development experts.
- Facilitate meetings and discussion groups, document and track progress towards goals.
- Prepare written documents and summary reports for organizational and contracting requirements.
- Conduct community assessments and develop plans to maximize existing resources and identify future areas for growth.
- Attend meetings with community partners, representing project and organization
- Develop training curricula and provide training for home visiting staff
- Provide technical assistance and quality assurance support to service providers
- Assist with the scheduling of internal and external meetings
- Complete other tasks, including administrative, as needed to support the project

#### Minimum Qualifications

- Master's degree in public health or human services administration or fields related to working with children and families
- 3 or more years' experience coordinating a community health project
- Interest and experience in the field of child development, infant mental health, and maternal child health

- Knowledge of public health program design, development, implementation and evaluation
- Ability to work with a wide range of people, including MDs, PhD, and other public health professionals, and organizations
- Proven ability to think strategically
- Proven ability to provide high quality training and presentations to direct service providers
- Excellent writing and communication skills
- Self-motivated, independent worker who can also work as a team player.
- Exceptional communication and customer service skills; display a professional can-do attitude.
- Adaptable and able to respond quickly to changing ideas, responsibilities, expectations, trends, strategies, and other processes at work.
- Have a strong sense of prioritization and can coordinate multiple demands in a high-pressure environment.
- Extreme attention to detail and very high-quality standards.
- Embraces relevant technology and actively improves his/her skills through informal and formal learning.
- Proficient with MS Office suite (including PowerPoint presentations and Excel).

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

**Working Environment**

- 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](mailto:msadeghi@aapca3.org).**

**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.