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Program Manager, Resource Development and Distribution

Grant Funded
Itasca, IL, US

14 days ago
Requisition ID : 1216

Program Manager, NCECHW Resource Development and Distribution (Grant Funded)

BASIC FUNCTION:

Provide support to the implementation of the National Center on Early Childhood Health and Wellness (NCECHW) through the oversight and coordination of product development and distribution, preparation and tracking of web-based materials for Early Childhood Learning and Knowledge Center (ECLKC) posting. Coordinate online resource development, including webinars, podcasts, and health service newsletters.

DUTIES AND RESPONSIBILITIES:

1. Work with the NCECHW team in the development and implementation of annual goals, vision, objectives, activities, and work plans to ensure timely implementation and evaluation of program activities.
2. Manage NCECHW activities related to product development and dissemination.
3. Oversee preparation of web-based materials for ECLKC posting, using project management software.
4. Support product distribution at training/TA events.
5. Track resources during development, review and posting phases.
6. Supervise assigned staff and oversee the graphic design process using the project management software.
7. Work with NCECHW Information Architecture Work Group to pilot new resources and facilitate feedback to resource authors.
8. Support the development and implementation of the NCECHW dissemination and marketing plan.
9. Collaborate with the ECLKC contractor to ensure timely communication and posting of NCECHW materials.
10. Oversee work of subcontractors and consultants, including coordination of editing and design to ensure 508 compliance of NCECHW products.
11. Coordinate online resource development including webinars, podcasts, apps, health services newsletter, Listservs and online courses.
12. Manage scheduling and logistics for all NCECHW webinars.
13. Oversee subcontractors and consultants as assigned.
14. Participate and contribute in NCECHW strategic planning and implementation meetings, identifying follow-up actions, and proceedings accordingly.
15. Perform all other duties as assigned.

EDUCATION:

Bachelor's degree in public health, early education, child development, or related field required, or an equivalent combination of relevant education and work experience.

EXPERIENCE:

At least three years' experience in providing technical assistance and with product development. Head Start experience preferred, or in a health-related field, preferably in early childhood health highly desirable. Experience coordinating educational materials and products and developing health related messaging preferred. Community outreach, grants management, and meeting facilitation experience helpful.

ESSENTIAL SKILLS:

Excellent organizational, diplomacy, interpersonal, and written/verbal communication skills required, as well as proficiency with MS Office and navigating the Web. Ability to work with various levels of constituents and develop effective working partnerships essential. Must be team-oriented with a willingness to learn, and have the ability to handle heavy workload, work independently, and coordinate multiple projects within a timely manner. Some weekend work and travel required.

To learn more about the organization, see a full job description, and/or apply for the position, please visit <https://www.aap.org/employment> (<https://www.aap.org/employment>).

The American Academy of Pediatrics offers an excellent work environment, competitive salary, and a comprehensive benefits package. As a reaffirmation to our employee-focused culture, since 2005 the AAP has been named one of the 101 Best and Brightest Companies to Work for in the Chicagoland area. Additionally, we are an Equal Opportunity Employer of Minorities, Females, Individuals with Disabilities, and Veterans that values the strength diversity brings to our workplace.

Reasonable Accommodation: Individuals with a disability in need of a reasonable accommodation regarding the job application process may call 630-626-6297. Please note, only those inquiries concerning a request for reasonable accommodation will receive a response.

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