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Manager, Content Development

Grant Funded
Itasca, IL, US

14 days ago
Requisition ID : 1217

Manager, NCECHW Content Development (Grant Funded)

BASIC FUNCTION

Manage efforts to develop resources in partnership with other National Center on Early Childhood Health and Wellness (NCECHW) staff, subcontractors, consultants, and other national centers for dissemination on the Early Childhood Learning and Knowledge Center (ECLKC) and through NCECHW trainings and activities. Develop content for NCECHW audiences and oversee the copyediting and design of all materials produced by the NCECHW.

DUTIES AND RESPONSIBILITIES

1. Assist with the development of the NCECHW work plan and based on the approved work plan, oversee the development of resources and training materials for dissemination on the ECLKC and via trainings.
2. Ensure that all deliverables are completed within established timelines and provide regular updates on resource development progress. Maintain the online resource tracking system and share with the NCECHW steering committee as requested.
3. Oversee the review process of all NCECHW resources to ensure all are copy-edited and reviewed for relevance to the intended audience and are in alignment with policies of the Office of Head Start (OHS), Office of Child Care (OCC), the Health Resources and Services Administration (HRSA), Maternal and Child Health Bureau (MCHB), and the American Academy of Pediatrics (AAP).
4. Supervise assigned staff and oversee the work of assigned consultants and subcontractors.
5. Assist with the development of reports required by funders and the AAP.
6. In collaboration with other NCECHW staff, coordinate partnership activities with other national centers and national organizations.
7. In coordination with the NCECHW team, support the development and implementation of a product dissemination and marketing plan.
8. Assist with the development of annual progress reports for OHS, OCC, and MCHB.
9. Contribute to the strategic planning efforts of the NCECHW.

EDUCATION

Bachelor's degree in English, journalism, public health, early education, child development, or related field required. Master's degree preferred.

EXPERIENCE

At least five years' related experience with early care and education (Head Start and/or childcare) resource development required, including experience as a supervisor or team

lead. Formal copy-editing experience and public relations or marketing/promoting public health programs strongly preferred. Experience collaborating with multiple external constituents, including training and technical assistance staff, highly desired.

ESSENTIAL SKILLS

Excellent writing, organizational, communication, interpersonal, and project management skills required, as well as proficiency with MS Office. Must be able to handle heavy workload, work independently and proactively with limited direction, and facilitate and coordinate efforts among partner organizations. Strong interpersonal and diplomacy skills with the ability effectively collaborate with senior level managers and a variety of key stakeholders. Knowledge of research and best practices in early childhood education, family development or related field highly desired. Periodic travel and weekend work 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>.

The AAP 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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