

**Program Manager, ECHO Evaluation**

Grant Funded

The American Academy of Pediatrics (AAP), the nation’s leading advocacy organization for children’s healthcare, is seeking a detail-orientated professional with program evaluation and quantitative/qualitative data analysis experience. Reporting to the Senior Manager, Quality Analytics and Evaluation, this role will manage the measurement, analytics, and evaluation activities for AAP ECHO (Extension for Community Health Outcomes) and other quality initiatives, programs, and trainings.

Some tasks include:

1. Implement and evaluate AAP ECHO portfolio, working closely with the AAP ECHO project leadership teams and key stakeholders as needed.
2. Convene and serve as evaluation staff support for AAP ECHO programs as assigned.
3. Conduct outcome evaluation protocols for all AAP ECHO activities, using both quantitative and qualitative methods as appropriate. Inform program development based on evaluation science, and lead data analysis and reporting in conjunction with external experts as needed.
4. Implement comprehensive monitoring and evaluation plans to assess goals and objectives for assigned AAP ECHO and quality activities with input from members and other stakeholders, including the development of timelines and tasks, providing continuous quality improvement support to other staff and participants, and monitoring progress of goals and objectives.
5. Design and evaluate assigned AAP ECHO programs, including data collection tools, development of materials (change packages, project charters, key driver diagrams), and pre/post-testing program participants.
6. Support the development of Institutional Review Board (IRB), Maintenance of Certification (MOC), Continuing Medical Education (CME), and AAP Quality Improvement Data Aggregator (QIDA) applications, as needed.
7. Assist in the development and implementation of the AAP QIDA workspace, including designing questions, assisting with participant onboarding, analyzing run chart reports, and providing monthly recommendations for improvement.
8. Support the planning, implementation, and development of materials and sessions for AAP ECHO trainings, including ECHO Immersion Training and AAP ECHO faculty training.
9. Provide support and guidance to pediatric practice participants taking part in AAP ECHO QI programs.
10. Collaborate with staff, advisory committees, and faculty experts to ensure completion of all grant deliverables.
11. Contribute to grant reports, internal and external project tracking spreadsheets and databases, and communications with grant agency and other stakeholders as appropriate.
12. Contribute to the development of articles and abstracts for publication and/or presentation at national pediatric and quality improvement meetings.
13. Respond to inquiries and correspondence from program collaborators, AAP staff, AAP fellows and other physicians, allied health professionals, governmental agencies, higher education institutions, and other organizations regarding program activities.

Qualifications needed:

1. Bachelor’s degree in public health, health administration, public administration, health education, or related discipline required, or an equivalent combination of relevant education and work experience, including some course work or formal training with a focus on program evaluation or measurement required. Master’s degree preferred.
2. At least two years’ related experience in public health program coordination/management, including program implementation, evaluation, quality improvement, and developing and fostering partnerships with key stakeholders. Experience in health education, healthcare quality improvement, rural health, mental/behavioral health, or related field is highly desirable.
3. Excellent organizational, interpersonal, diplomacy, verbal/written communication, project management, critical thinking, and analytical skills required. Must be detail-oriented and able to complete work with a high level of accuracy. Strong technical acumen essential with proficiency in qualitative and quantitative data analysis methodology and related statistical software applications and MS Office (Word, Excel, PowerPoint), as well as the ability to learn and apply new technologies; experience with document collaboration platforms (eg, SharePoint) and virtual meeting platforms (eg, WebEx, Teams, Zoom) preferred. Must be able to manage multiple priorities simultaneously, handle a heavy workload, work both independently and as part of a team, think creatively, take initiative, collaborate effectively with various internal and external constituents, and promote and maintain a positive and cooperative team-oriented work environment with a commitment to equity, diversity, and inclusion. Some travel and evening/weekend work may be required, as well as the ability to be flexible with work schedule to accommodate physicians’ availability.

**Hybrid working arrangement of 40% on-site at our Chicago suburb headquarters in Itasca, IL.**

**All AAP employees must be fully vaccinated against COVID-19; requests for a medical or religious accommodation regarding this vaccination can be submitted for consideration upon an offer of employment.**

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. ​