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**Project Manager, Quality Networks**

Grant Funded

The American Academy of Pediatrics (AAP), the nation’s leading advocacy organization for children’s healthcare, seeks an organized project manager to join our Quality Initiatives team in this newly created role. This position will provide project management to network quality improvement (QI) projects, including primary care and hospitalist networks, and Project ECHO (Extension for Community Health Outcomes). This role will focus on clinical topics of mental health and substance use, and support QI project leaders with designing, implementing, and evaluating improvement activities.

Some tasks include:

1. Provide project management to network quality improvement (QI) projects. Support QI project leaders with design, implementation, and evaluation of improvement activities.
2. Maintain timeline and project plan documentation, produce, and maintain agendas, meeting minutes, attendance records and other documentation required for proper implementation of assigned projects.
3. Manage activities throughout the network project lifecycle, including project planning, implementation, and dissemination. Contribute to development of key drivers and project measures.
4. Assist with the preparation of materials for the Institutional Research Board, Continuing Medical Education, and Maintenance of Certification Credit.
5. Manage conference calls, meetings, and planning of learning sessions.
6. Review monthly reports and data from project practice teams and rate progress of teams as needed. In coordination with leadership, assist project practice teams with the interpretation of QI data.
7. Maintain network related online resources on websites, SharePoint sites, and project workspaces.
8. Plan and manage scheduled project team meetings to facilitate the development of curriculum and identify areas of focus and support for network project teams.
9. Assist with preparation of reports for various internal and external stakeholders.
10. Plan, monitor, and disseminate network promotional materials in a timely fashion.
11. Ensure quality metrics and evaluation questions are disseminated and tracked in compliance with AAP quality initiatives.
12. Manage project closeout activities, including summary reports, published articles and other dissemination activities.
13. Perform all other duties as assigned.

Qualified candidates will possess:

1. Bachelors’ degree in public health, education, or related discipline or an equivalent combination of relevant education and work experience required. Project management certification preferred.
2. Two years’ related experience in project coordination/management involving health care, quality, or research activities required. Knowledge of quality improvement methodology preferred. Health care, clinical, or measurement experience a plus, particularly related to child health.
3. Excellent organizational, project management, critical thinking, analytical, and written/verbal communication skills required. Strong technical acumen essential with proficiency in MS Office (particularly Excel) and web maintenance software (eg, SharePoint) as well as the ability to learn and apply new technologies; experience with virtual meeting platforms (eg, WebEx, Teams) 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 evening/weekend work and travel required.

**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.