

Louisiana Chapter

INCORPORATED IN LOUISIANA

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



The Louisiana Chapter of the American Academy of Pediatrics (LA AAP) is a member based non-profit representing pediatricians and pediatric sub-specialists throughout Louisiana. The mission of the LA AAP is to be advocates for all children in Louisiana. The LA AAP accomplishes its mission through education, advocacy, and collaborative partnerships. The Project Coordinator will be responsible for the ensuring grant and project deliverables are met and for completing necessary reporting.

Job Title:	Project Coordinator	Reports to:	LA AAP Executive Director
Location:	11017 Perkins Rd., Ste C. Baton Rouge, LA 70810	Travel Required:	Limited travel may be required. Advanced notice will be given.
Status:	Salaried, Full time, exempt	Additional Compensation:	Paid holiday, sick* and vacation* time. Contribution to SEP IRA* *after probationary period
Contact:	Ashley Politz, LMSW Executive Director (225) 505-7611 ashley.politz@laaap.org	Date Posted:	October 1, 2022
		Posting Expires:	October 21, 2022

Application Submissions: Complete application and upload resume' and letters of reference at <https://www.laaap.org/pcapp/>

Job Description:

Roles and Responsibilities:

Grants/ Projects: The Project Coordinator's specific duties and activities will be dependent on the deliverables of each grant or project. As the LA AAP secures grants or develops projects, the Project Coordinator will collaborate with the Executive Director to determine roles activities and expectations. There may be limited travel for meetings and occasional overnight stays. Ample time will be given to prepare for such.

Communications:

Assist with Electronic newsletter development (content and layout)

Assist with social media content development (Twitter, Facebook, other platforms as developed)

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Legislative Session/ Advocacy/ Policy:

Assist with reports and communications

Educational Agenda:

Logistics for trainings as necessary required by projects and grants

Work with staff to ensure compliance with education standards

Website:

Content management along with staff

Administration:

Serve as staff for Chapter meetings and committee meetings as necessary

Other duties as assigned by Executive Director

Requirements and Skills:

Proficient in Microsoft applications and Zoom.

Possess a strong working knowledge of Canva, SurveyMonkey, MailChimp, Eventbrite and WordPress

Excellent time management skills, ability to multi- task and good organizational skills

Strong communication skills

Non-profit experience preferred