

National Conference Project Specialist

Be a part of the gold standard team who provide educational activities that serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession.

In collaboration with American Academy of Pediatrics (AAP) section and council staff, this position will manage related abstract and education programs for the National Conference & Exhibition (National Conference); manage appropriate vendors for the collection, review, and distribution of section and council educational programs (H-program) and course content to attendees; and develop and coordinate related program communications and information.

Qualifications include: a Bachelor's degree in adult education, business, communications, or related discipline required or an equivalent combination of relevant education and work experience, 2-3 years' general project coordination experience required, including running database reports and drafting communications, experience in a membership association and/or CME environment helpful, excellent organizational, verbal/written communication, proofreading, interpersonal, diplomacy and problem-solving skills essential, must be able to take initiative, coordinate multiple projects simultaneously, manage a heavy workload, pay close attention to detail, collaborate effectively with various internal and external constituents, and work both independently and as part of a team, strong technical acumen with proficiency in MS Office, experience with databases and web maintenance software (eg, SharePoint), and the ability to learn and apply new technologies required; experience with Adobe Pro strongly preferred, and some overtime, weekend work, and travel required.

To see a full job description, learn more about the organization, and/or apply for the position, please visit <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.