**Live Education Activities Coordinator**

Would you like to work at one of the nation’s most respected, mission-driven organizations? If so, the American Academy of Pediatrics (AAP) is seeking a Live Education Activities Coordinator to provide programmatic and administrative support to the Live Education Activities (LEA) team and Committee on Continuing Medical Education (COCME). This person will coordinate functions related to the development, delivery, and evaluation of assigned activities. In addition, they will develop and coordinate planning group and faculty communications and LEA activity information and assist with ensuring activities comply with accreditation requirements and AAP Education guidelines.

Hours: 8:00am – 4:30pm, with a 1-hour lunch.

Qualifications needed:

* Bachelors’ degree in adult education, business, communication, or related discipline, or an equivalent combination of relevant education and work experience required.
* At least two years’ related project coordination and/or general administrative experience required, including meeting planning and working with databases and/or learning management systems. Experience in a membership association and/or education/CME environment and familiarity with adult learning principles helpful.
* Excellent organizational, verbal/written communication, proofreading, interpersonal, diplomacy, and problem-solving skills required.
* Must be able to take initiative, coordinate and prioritize multiple projects simultaneously, manage a heavy workload at times, pay close attention to detail, collaborate effectively with internal and external constituents, work both independently and as part of a team, and promote and maintain a positive and cooperative team-oriented work environment with a commitment to equity, diversity, and inclusion.
* Some travel, overtime, and evening/weekend work required.

Some tasks include:

* Provide administrative support to COCME, LEA team, and assigned activities. Coordinate logistics for and attend COCME meetings; assist with preparation of agenda materials and drafting of meeting minutes. Assist with budget entry and tracking of variances. Coordinate and process expense reimbursements.
* Monitor aapcme mailbox(es) and triage messages.
* Serve as the lead disclosure system Superuser for the LEA team. Coordinate disclosures and prepare disclosure grids for the COCME and assigned activities.
* Assist with the Practical Pediatrics (PPC) faculty invitation process and maintenance of PPC curriculum list.
* Implement LEA project plans and continuously evaluate to ensure objectives and timelines are met. Identify, recommend, and implement process improvements on an ongoing basis.

Why work for the AAP?

* Flexible hours and a focus on work/life balance.
* State-of-the-art building equipped with standing desks, treadmill desks, cycle desks, on-site fitness center, and on-site exercise classes.
* An on-site cafeteria with food costs that are subsidized by AAP.
* Strong focus on mental health and wellness.
* Tuition reimbursement.
* Competitive PTO and sick leave.
* Excellent parental benefits, including adoption assistance.
* A full list of benefits can be found [here](https://downloads.aap.org/DOHRAS/BenefitsAtAAP.pdf) (https://downloads.aap.org/DOHRAS/BenefitsAtAAP.pdf).

**Hybrid work environment of 40% of work time in the office per month.**

**All AAP employees must be fully vaccinated against COVID-19. Requests for a medical or religious accommodation in regard to 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.