

Program Manager – Parenting at Mealtime and Playtime Ohio Chapter, American Academy of Pediatrics (Ohio AAP)

About the Ohio AAP

Beyond merely a membership organization, the Ohio AAP has been a leader in programming, advocacy, and child health for over 30 years. The Ohio AAP accomplishes their mission by addressing the needs of children, their families, and their communities, and by supporting Chapter members through advocacy, education, research, service, and improving the systems through which they deliver pediatric care.

About the Program

The *Parenting at Mealtime and Playtime* (PMP) Program offers resources to pediatric practices to help counsel families of infants and young children (ages birth to 5 years) about good nutrition and positive parent-child interactions during mealtime and playtime. This three-part initiative includes a Quality Improvement (QI) program with tools for physicians to enhance prevention counseling strategies, become adept at assessing “risk,” and intervene at the earliest possible stage before a child is overweight. The second piece includes regional trainings to spread this education to a broader audience of health care providers and community health workers. And finally, a PMP mobile application for providers and families to use. The app includes the following components: age-appropriate nutrition and activity tips for children from birth to age 5, developmental milestones, interactive videos from parenting experts, push notifications about your child’s milestones and appointments and a library of free resources.

About the Team

We are a close-knit staff who are all focused on child health and supporting pediatricians who serve Ohio’s children and families. We are self-starters who are accountable for our own outcomes. We are problem solvers who keep the needs of our members and Ohio’s children on the forefront of our minds.

About the Candidate

The successful candidate will be able to manage and oversee all aspects of this outcome driven statewide, multidimensional initiative that brings together pediatric practices, the healthcare community and state of Ohio to address childhood obesity from birth through the school years. This individual will not only possess proven success in program management skills, they will also operate with a passion for making a difference in all areas of child health. The candidate will also have a proven track record of building and maintaining long term professional partnerships and relationships. Finally, a working knowledge in quality improvement, academic programs, implementing obesity prevention education and nutritional counseling and education is preferred.

Program Manager Scope of Work

Physician Quality Improvement (QI) Online Program

Lead online QI program to train 12-20 primary care practices per year in the PMP program, including monthly meetings, follow-up with practices, technical assistance and quarterly virtual site visits.

Five-Six Regional Trainings

Facilitate regional trainings in Ohio to spread program knowledge in a broad fashion to more health care providers. This includes managing the marketing, registration and onsite technology for both live and virtual meetings as well as leading the development of an evaluation tool that includes pre-and post-surveys, and 3 and 6-month follow-up surveys.

Community Health Workers

Work with Ohio AAP leadership to spread PMP knowledge to community health workers and pathway HUBS.

Mobile Application and Website Management

Maintain mobile application with up-to-date information on the developmentally specific messages with interactive links and push notification, including monthly application analytics. Update website quarterly with details on regional training and webinar access as well as QI enrollment.

General Program Oversight

Participate as team member of the Ohio AAP through PMP oversight and supporting other programs and events. Develop material for publications and create presentations using program data.

Key Competencies:

- Ability to work in a complex, high speed environment in search of desirable results under conditions of uncertainty and change.
- Advanced written and oral communication and presentation skills.
- Ability to use diplomacy in working relationships to address conflict and arbitrate solutions successfully.
- Ability to prioritize and manage work effectively and efficiently to accomplish tasks while managing multiple projects at the same time and exceeding program deliverables.

Education and Experience

Bachelor's Degree with 5-7 years of project management experience is required. Project management in an association, clinical or academic setting is preferred, as well as a working knowledge of nutrition, fitness and childhood obesity is strongly preferred.

Compensation

This is a full-time salaried position, paid time off (PTO), portion of health, vision and dental insurance. Salary is commensurate with experience.

How do I apply?

Send salary requirements in a cover letter and resume to:
edawson@ohioaap.org or Ohio AAP c/o Elizabeth Dawson 94-A Northwoods Blvd., Columbus, OH 43235. In-person inquiries, phone calls and submissions without salary requirements will not be considered.