MI Chapter American Academy of Pediatrics (MIAAP) is a 501©6 membership organization representing pediatricians in the state of Michigan. It provides services to its members including government affairs advocacy, continuing medical education, representing the membership on state wide commissions, boards, etc. The MIAAP also manages internal and external communications including member development, newsletter, electronic communications, member listservs, website management and media outreach and response.

**MIAAP Program Manager**

**General Job Description**

Under the direction of the Executive Director, the Program Manager is responsible for supervising the programs of the MIAAP including but not limited to the programs on foster and developmental screening. This can include scheduling, delivery and infrastructure; program promotion and grant writing as needed. It involves management of training programs for pediatricians and staff in the office setting and pediatric training conferences in a larger group setting.

The Program Manager assesses needs and assures that program objectives are met. Requires a bachelor’s degree in a related area and at least 2 years of experience in the field. Writing skills a must.

**Duties and Responsibilities**

- Plan, coordinate and implement training programs
- Evaluate programs and provide feedback
- Supervise provision of trainings
- Provide surveys and review of programs
- Attend necessary workshops, events
- Communicate programs status with Executive Director on a weekly basis
- Recruit and insure trainer trainings and supervision of trainers
- Maintain open communication lines among trainers and participants
- Assist with program promotion
- Provide public presentations and demonstrations as needed
- Contribute to production of newsletter articles and other promotional materials
- Interface with and cultivate relations with professional and community partners
- Assist with program budget development and management
Prepare written report of programs
Maintain program expenditures within budgeted parameters
Proficient use of Microsoft Word, Excel, Constant Contact desktop publishing programs
Experience in utilizing social media and website updates (WordPress)
Experience in grant writing
Experience with working with boards and facilitating board meetings
Committee staffing
Interviewing and supervision of interns
Familiarity with physician education requirements
Large scale meeting planning – site visits, contract negotiations, sponsor and exhibitor recruitment, audio visual needs, on site management
Personable and able to work within a customer service framework
Refined and well-organized multi-tasking skills

Please send letter of interest and resume to denise.sloan@miaap.org