



Oregon Pediatric Society

A Chapter of the American Academy of Pediatrics. Incorporated in Oregon

JOB POSTING

POSTING DATE: June 21, 2022. Applications reviewed as received. Interviews begin after July 4. Position open until filled.

JOB TITLE: Project Coordinator

LOCATION: Office at St. Vincent Medical Center, Portland, Oregon.
Hybrid in-person and remote work, to be determined.

HOURS: 40 hours per week, non-exempt

STARTING SALARY: \$19.50 – \$21.50/hour, DOE

BENEFITS: Retirement account match, employer paid medical, 15 days PTO annually, plus 12 holidays

Organization Purpose

The Oregon Pediatric Society (OPS) advocates for the optimal health of all Oregon children and youth, while supporting their families and the health providers who care for them. We are the state chapter of the American Academy of Pediatrics, the national professional-membership, child medical standards, and advocacy organization for pediatricians.

Using physician knowledge and status as a tool for social justice, we champion equitable and science-based policies. Among many OPS clinical quality improvement, policy, and advocacy activities, OPS members and staff have testified to the Oregon legislature about keeping kids safe from gun violence and environmental hazards; worked with families to prevent and address adverse childhood experiences; and prioritized anti-racist policies in community health.

Many of OPS's projects focus on integrating mental health screenings, assessments, and interventions in pediatric primary care. We provide professional education and peer support for clinics and clinicians so that they can improve physical and mental health care delivery.

Position Responsibilities

The Project Coordinator (PC) is responsible for coordinating OPS's virtual suicide prevention training modules, including providing Zoom technical support for seven-hour training sessions focused on suicide prevention. The PC is responsible for OPS's continuing medical education (CME) processes and logistics with in-person, webinar, and virtual training sessions. You will work under the supervision of the OPS Project Manager, supporting statewide clinical training and quality improvement programs, and building relationships with clinics, health care providers, schools, community mental health, and nonprofit



Oregon Pediatric Society

A Chapter of the American Academy of Pediatrics. Incorporated in Oregon

partners. The PC role includes taking and disseminating meeting notes; tracking post-training evaluations; writing, editing, and formatting in Google Suite and Microsoft Office; event planning and travel arrangements; data entry and database management; working with the Communications Manager to develop fliers and market OPS trainings; general logistical support; and other administrative and project duties as assigned.

Position Qualifications

You will thrive in this position if you have the following skill set:

- a strong team player who is self-directed and takes initiative
- the ability to learn quickly, pivot, and adapt in a fast-paced environment
- detail orientation
- excellent organizational abilities during project planning and implementation
- excellent time management, especially with deadlines
- clear written and verbal communication
- client-service orientation
- ability to spend majority of work time engaged with mental health discussions, training, and suicide prevention. This may include a plan when to engage community and personal support as needed.
- adept with computer technology and software (Microsoft Office, Google Suite, Zoom); ability to learn and master new software systems.

Bachelor's degree or equivalent combination of education and experience are required. Preferred work, life, or educational backgrounds include public health or medical care, social work or counseling, education, quality improvement and evaluation, and/or working with children. Preferred experience with event management and graphic design software.

The PC must have stable home internet and the capacity to host Zoom meetings without interruption; and the ability to easily attend in-person meetings in Portland. Most of the PC work will occur during standard business hours; work outside of those hours will be planned with advance notice and include some early morning trainings and evening meetings, and weekend work approximately twice a year. In-person work will be negotiated according to business needs and may require some overnight travel and providing own transportation.

OPS is an organization that believes in continuous improvement and public health. Current vaccination for COVID required. Employees strive to perform excellent work efficiently, collaboratively, and flexibly, learning from their efforts, while being responsible to their



Oregon Pediatric Society

A Chapter of the American Academy of Pediatrics. Incorporated in Oregon

teammates and OPS members. OPS is an equal opportunity employer. We strongly encourage applications from people of color, LGBTQ+ people, individuals with disabilities, and others who share our equity commitment.

Application Procedure

To be considered, send a resume and a two-page maximum cover letter detailing your job qualifications and interest in this position to HR@oraap.org. Please include what perspective you could add to our team, where you found this job posting, and how soon you could be available if offered the position. Applicants selected for a second interview will be asked to submit three references, including one from a recent supervisor.

Thank you!