



# Oregon Pediatric Society

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

## JOB POSTING

**POSTING DATE:** October 12, 2022. Position open until filled.  
**JOB TITLE:** Project Manager  
**LOCATION:** Currently we are working mostly from our homes with some in-office work. Office location at St. Vincent Medical Center, Portland, Oregon.  
**COMPENSATION:** Full-time, exempt position. Starting salary range is \$62,000 - \$73,000, depending on life and work experience, skills, and education. Generous benefits.

### Organization Purpose

The Oregon Pediatric Society (OPS) is a strong statewide voice for the health and well-being of all infants, children, and adolescents, while supporting those that care for them. We are the state chapter of the American Academy of Pediatrics (AAP), the professional-membership, medical standards, and advocacy organization for pediatricians. OPS provides continuing education, clinical quality improvement projects, and peer networking for child medical and behavioral health providers. OPS works with community and legislative partners to champion anti-racist, equitable, and science-based policies to improve pediatric care and public health, mental health care access, the environment, and other social influences on health.

OPS staff work in partnership with the state's independent and hospital system child medical providers; primary care clinics and K – 12 schools; behavioral health and early learning providers; the Oregon Health Authority; Coordinated Care Organizations; the State Legislature; public health; medical and social work university programs; and community organizations in behavioral health care, early learning, health equity, and child social services.

### Position Overview

Do you want to use your behavioral health knowledge, project management leadership and skills, and connections to Oregon communities to be part of the dynamic changes supporting children's physical, mental, and emotional health care? We have a small staff so every employee is crucial to the success of OPS's internal team building, financial sustainability, partnerships, and population and systems' health impact.



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While working collaboratively with the Executive Director (ED) and other OPS staff, the Project Manager (PM) will primarily manage OPS's behavioral health projects, especially a youth suicide prevention contract with the Oregon Health Authority. OPS develops and offers continuing education training modules for those who work in pediatric clinical, behavioral health, and school settings, as well as those in graduate or medical schools. You can learn more about OPS virtual trainings at our website: [oraap.org](http://oraap.org).

The PM will work with funding administrators, state agencies, curriculum development content experts, community-based and equity partners, suicide prevention and behavioral health researchers, OPS member advisors, the American Academy of Pediatrics, family advisors, and state and national training and learning collaborative participants and partners. The PM is responsible for recruiting and managing curriculum developers, virtual learning trainers and facilitators, and could also fill that role as needed or appropriate. This position is responsible for direct or shared supervision of a Project Coordinator.

Project oversight duties include developing the project budget and program design; tracking and adhering to project expenses; strategic analysis; gathering and coordinating advisers and trainers; promoting the trainings and learning cohort(s) with statewide partners; managing training requests and logistics; project participant recruitment and assessment; developing new and ensuring updated and accurate health education/presentation materials, trainings, and webinars; coordinating post-training participant and trainer follow up which could include feedback on trainer effectiveness and clinical quality improvement assistance; tracking pre- and post-training evaluation data; determining project effectiveness and improvements.

The PM will also assist with facilitating a family advisory council; new program development; securing and sustaining project funding; writing articles for the OPS website and newsletter; and other activities and projects as requested by the ED.

The OPS organizational culture is mission driven, team-based, fast paced, and promotes continuous improvement. Employees are expected to perform quality work collaboratively and flexibly, with humor and the humility to learn from our efforts and each other, while keeping kids, equity, and pediatric providers at the center of our work.

The person in this position will usually work traditional Monday through Friday hours with allowing for occasional evening, early morning, or weekend work. The job could



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require some overnight travel within the state, and the employee must be willing to provide their own transportation as needed. When working from home, employees should be accessible and responsive, with a reliable internet connection.

## Position Qualifications

You will thrive in this position if you have many of the following skills, successes, and attitudes:

- Project and event management skills such as being able to track multiple activities with detailed, thorough, and accurate implementation; project budgeting and financial stewardship; creating work plans; measuring outcomes.
- A leader who values integrity, authenticity, and team relationships; is flexible with and can bring clarity to ambiguity; open-minded about new information that might change your mind; and transparent about mistakes.
- Demonstrated actions towards advancing equity; valuing an inclusive working and learning environment
- Clear, effective written and verbal communication. Providing frequent updates and timely requests to the ED and team members is especially important when working virtually.
- Curriculum development and training experience.
- Excellent time management or organization, especially with meeting deadlines and juggling multiple priorities.
- Knowledge of health equity issues, program design and evaluation; needs assessments, data collection and analysis, quality improvement concepts. Nonprofit grant writing and health care research experience a bonus.
- Strong supervisory skills and work experience with direct report(s) and contractors. Ability to set and evaluate performance goals, listen to and hold colleagues and oneself accountable for individual and team work.
- Systems and critical thinking, process-improvement orientation.
- Proficiency with using/learning computer software (Microsoft Office, Google Suite, spreadsheets, event and project management software like Trello).
- Prioritizes maintaining excellent relations for OPS with the AAP, funders, and community partners.
- Client-service orientation and respectful of physicians' work and expertise.
- Preferred work/life experience with behavioral health care providers or systems, social work, counseling, physicians, public health, early learning or development.



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Don't have a background in all the areas of behavioral or clinical health care listed? Tell us how your experience and knowledge are relevant for this job and our organization. OPS welcomes applications from people of all racial, ethnic, gender, LGBTQ+, age, and ability demographics; candidates who are from historically underrepresented groups are strongly encouraged to apply.

Valid Oregon driver's license and proof of insurance, and passing a background check required. Organizational policy requires all staff to be fully vaccinated for COVID-19. Work involves extended periods of sitting, frequent computer usage, and communicating in English. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

## Compensation

This is a full-time, exempt position. OPS's total compensation package includes salary; 15 days annual Paid Time Off and 12 paid holidays; employer-paid Gold health insurance plan (medical, dental, vision); and a retirement plan with 3% employer match.

## Application Procedure

To apply for this position, please send a resume and two-page maximum cover letter detailing your qualifications and interests to [HR@oraap.org](mailto:HR@oraap.org). Please include where you found this job posting, how soon you could be available if offered the position, and describe a personal experience where you made a difference in the life of a young person.

Applicants selected to be interviewed will be asked to submit three professional references, including one from a recent supervisor. Applications will be reviewed as they are received, and inquiries are welcome.

Thank you for your interest!