Executive Coordinator (EC) of Learning and Growth
Section on Pediatric Trainees (SOPT)
~ position description ~

Term: One year, can be reappointed

Qualifications: Can be a medical student, resident or fellow trainee in good standing with the AAP

Appointment:
1. Submission of required application materials prior to established deadline
2. SOPT Nominating Committee to review applications for completion and candidacy
3. Qualified applicants as selected by SOPT Nominating Committee will be submitted to Section Chairs for consideration and position appointment
4. Appointed individual announced prior to AAP National Conference each year

Responsibilities:
Meetings (AAP Funded*):
1. Long Range Planning Meeting (LRPM) – February (3 days)
2. National Conference & Exhibition – September/October (2 to 3 days)
   *Note: Funding includes hotel and airfare but does not include National Conference registration

Writing:
1. SOPT News and Views Blog- Submit articles as requested
2. Report for leadership regarding trainee participation in Learning & Growth initiatives
3. Correspondence with SOPT membership- throughout the year
4. Distribute articles or publications on leadership skills to enrich officer development

Participation:
1. Monthly calls with SOPT Executive Committee and Leadership Council
2. Develop webinar leadership series for SOPT leadership officers
3. Primary facilitator for initiatives to promote professional and leadership development as well as personal growth for Section members
4. Assess and coordinate yearly leadership curriculum and financial wellness campaign
5. Collaborate with AAP sections, committees and chapters as well as external partners on projects specific to trainee development
6. Suggest and create resolutions to promote trainee development
7. Conference calls with workgroup to monitor progress
8. Monitor progression of Strategic Plan objectives specific to Section learning and growth initiatives
9. Assistance with Section application reviews as well as grant, scholarship & position reviews
10. All other duties as assigned