

Job Description for:
Program Manager, Education and Special Projects
Global Education, Meetings, and Strategic Partnerships Business Unit
Exempt

Report Structure:

The Program Manager, Education and Special Projects reports to the Director, Education

Qualifications:

- Successful completion of a Bachelors' degree; emphasis in health or adult education preferred
- Three to five years' previous experience, preferably in association management and administration of credentialing recertification and/or continuing education programs
- Knowledge of medical terminology desirable
- Intermediate/advanced computer skills to include Word, Excel, and web utilities including basic knowledge of HTML coding
- Three to five years' previous project management experience, especially with web-based learning
- Understanding of association management systems
- Good analytic, verbal, and written communication skills

Scope and depth of skills/knowledge:

- Excellent organizational skills, including the ability to work on multiple projects simultaneously and manage competing deadlines
- Knowledge of adult learning principles and continuing medical education required
- Experience with a variety of eLearning technologies and platforms preferred
- Ability to proofread and serve as copy editor for education publications
- Ability to work independently and as part of a team
- Demonstrated ability to think analytically and creatively
- Excellent customer service, problem solving, judgement skills
- Some travel will be required

Key Responsibilities:

- Provide daily project management for assigned education products and special projects which include: OTOSource – comprehensive curriculum; Comprehensive Otolaryngologic Curriculum Learning through Interactive Approach (COCLIA); and staff liaison to assigned Education Committees
- Serve as primary liaison with vendors as related to assigned education products
- Serve as a resource and point-of-contact for Academy members and staff to monitor progress on all phases of development with respect to assigned education products

- Provide ongoing education participant evaluation and needs assessment data collection, summary, and analysis for assigned education products
- Maintain a working relationship with other Program Managers providing training and guidance as needed
- Maintain a reporting relationship with the Director, Education regarding progress with each assignment

Specific Duties:

- Apply sound instructional design and adult learning principles to all education activities
- Manage authors and reviewers through the education activity development process
- Works with respective Education Committees to create continuing medical education activities that comply with ACCME requirements and Maintenance of Certification (MOC)
- Supports the Director, Education with registering all education activities that are eligible for CME that counts for the American Board of Otolaryngology Head and Neck Surgery (ABOHNS) MOC
- Manage multiple projects and working groups simultaneously for all assigned products
- Work closely with the Information Technology staff on project integration and data management when needed
- Demonstrate courteous, cooperative, and helpful behavior to all internal and external contacts
- May participate on an internal team, either through formal assignment, or on an ad hoc basis
- Duties and responsibilities may be added, deleted, or changed at discretion of management

We encourage you to submit your resume with cover letter and salary expectations through one of the following options:

- Email: Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org
- Fax: 1-703-683-5100
- Mail: AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources