



Senior Manager, Digital Learning

*Professional Education, Meetings, and Strategic Partnerships Business Unit
Exempt*

Reporting Structure:

The Senior Manager, Digital Learning reports to the Director, Professional Education & Digital Learning.

Qualifications

Required experience in professional education, continuing medical education (CME) or nonprofit association environment. Successful completion of a Bachelors' degree. Excellent organizational skills, including the ability to work on multiple projects simultaneously and manage competing deadlines. Ability to operate effectively both independently and within a team environment. Must have excellent organizational, interpersonal, written and oral communication skills. Computer proficiency in Microsoft Office, Excel, Power Point; Articulate, and ability to learn to use IMIS efficiently. Experience with web-based learning technology. Excellent customer service, problem solving, and judgement skills. Some travel will be required.

Key Responsibilities

- Manage the development, implementation, and maintenance of a variety of the association's education and knowledge initiatives.
- Design, develop, and implement education activities in accordance with ACCME guidelines and using established protocols for the AAO-HNSF's continuing professional development (CPD) portfolio.
- Act as a liaison between Academy departments and committees with the emphasis on coordination and integration of education initiatives and member engagement.
- Utilize survey and evaluation data to monitor success of the education program to inform future activities.
- Demonstrated ability to think strategically, tactically, analytically, and creatively.
- Maintain a reporting relationship with the Director, Professional Education & Digital Learning with each assignment.
- Supervise the Manager, Digital Learning and provide training and support.

Specific Duties

- Manage all Simulation Education Committee (SIMEC) activities held at the AAO-HNSF Annual Meeting & OTO Experience which include: Simulation Reception and Showcase, Simulation Workshop, and SIM Tank. Support the SIMEC Chair with all simulation related initiatives.
- Manage and oversee the development of all new content development based on practice gaps across the Foundation's eight Education Committees (16 new courses per year).
- Apply sound instructional design (Articulate Storyline) and adult learning principles to all education activities.
- Manage faculty and CME reviewers through the education activity development process.

Please submit your resume, 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.
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100



- Works with respective Education Committees to create continuing medical education (CME) that comply with ACCME requirements and Maintenance of Certification (MOC).
- Provide support for the ENT for the PA-C Conference, as needed (e.g., AAPA CME accreditation, OTO Logic, etc.).
- Manage multiple projects and working groups simultaneously for all assigned products.
- Maintain shared documents within the department.
- May participate on internal teams, either through formal assignment, or on an ad hoc basis.
- Consistently demonstrate courteous, cooperative, and helpful behavior to all contacts, internal and external.
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing.

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