



Senior Manager, Professional Education – Annual Meeting

*Professional Education & Digital Learning Business Unit
Exempt*

Reporting Structure:

The *Senior Manager, Professional Education – Annual Meeting* reports to the *Senior Director, Professional Education & Digital Learning*.

Qualifications

Successful completion of a Bachelors' degree; experience in professional education, continuing medical education (CME) or nonprofit association environment preferred. 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, and ability to learn to use IMIS efficiently. Experience with web-based learning and meeting technology. Excellent customer service, problem solving, and judgement skills. Some travel will be required.

Key Responsibilities

- Supports the AAO-HNSF Coordinator, Annual Meeting Program Committee (AMCP) and committee members to ensure successful planning and of execution of the education program.
- Responsible for all program management, faculty support, and logistics related to the education program.
- Ensure the conference schedule, session information, speakers, and financial disclosures are accurate and up-to-date at all times.
- Capable of managing an education program in more than one learning environment (e.g., in-person, hybrid, virtual).
- Strong collaboration and coordination with the Meetings team to secure all program logistics.
- Detail-oriented with outstanding organizational and critical thinking skills.
- Maintain a reporting relationship with the Senior Director, Professional Education & Digital Learning with each assignment.

Specific Duties

- Program Development: Manage all aspects of the Call for Science (November through January) which includes: development of the website, submission guidelines, abstract system, AMPC review process, presenter acceptance and notifications, reports, timelines, and responsive support to all individuals submitting abstracts.
- Faculty: Manage all speaker correspondence (invitations, confirmations, requirements, reimbursement, and honoraria) in accordance with ACCME guidelines and Academy policies.

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



- Poster Session: Manage all aspects of the poster session (coordination of presentations, top abstracts, poster operations on-site).
- Meeting Logistics: Coordinate with the Meetings team to assign session rooms, prepare signage, secure a/v, audience response equipment, and any additional needs by assigned deadlines.
- ACCME Compliance: Under the direction of the Coordinator, AMPC ensure all continuing medical education (CME) related to the Annual Meeting complies with ACCME and Maintenance of Certification (MOC).
- Content Curation: Ensure all speaker management files are maintained in proper order to support the Digital Learning team's responsibility to curate the Annual Meeting Webcasts in OTO Logic following the meeting.
- Information Technology: Work closely with the IT team to ensure proper integration for all web-based technology used to support the program with the Academy's information technology systems.
- Education Program Evaluations: Manage all program evaluation components and reports for Academy Executive Leadership, Coordinator, AMPC, and faculty.
- 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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