



Coordinator, Professional Education & Digital Learning

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

Reporting Structure:

The *Coordinator, Professional Education & Digital Learning* 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; 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 and oversee the development of the *Bulletin* columns authored by the Foundation Education Committees and Annual Meeting Program Committee.
- Manage special events at the Annual Meeting including the Scientific Poster Presentations, ENTrepreneur Faceoff, and Academic Bowl.
- Provide administrative, governance, and committee meeting management support for AAO-HNSF's Education Steering Committee and specialty committees.
- Demonstrated ability to think strategically, tactically, analytically, and creatively.
- Maintain a reporting relationship with the *Senior Director, Professional Education & Digital Learning* with each assignment.

Specific Duties

- Develop and manage education product marketing campaigns and weekly promotion to support and raise the visibility of the Foundation's digital learning portfolio offerings (i.e., OTO News, *Bulletin*, eblasts, website, and other social media channels).
- Manage the master schedule and volunteers who have signed up to write for the *Bulletin*. This includes the two Education Committee columns – Clinical & Practice Management Column and Pearls from your Peers; and the Annual Meeting Program Committee featured articles.
- Serve as the BU liaison at the *Bulletin* Editorial Group (BEG) monthly.

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



- Manage the Scientific Poster Presentations which includes the presenters and events taking place at the Annual Meeting (i.e., Rapid Poster Presentations and the Meet the Scientific Poster Authors Reception).
- Manage the programmatic and event logistics for the ENTreprenuer Faceoff, supporting the Medical Device & Diagnostics Committee.
- Manage programmatic and event logistics for the Academic Bowl at the Annual Meeting.
- Provide administrative, governance, and committee meeting management (in-person and virtual) support for AAO-HNSF's Education Steering Committee and specialty committees.
- 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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