



Manager, Digital Learning

Professional Education, Meetings, and Strategic Partnerships Business Unit
Exempt

Overview

The American Academy of Otolaryngology – Head and Neck Surgery Foundation seeks a professional who can support and manage Foundation education product development and curriculum design.

Reporting Structure:

The *Manager, Digital Learning* reports to the *Senior Manager, Digital Learning*.

Qualifications

Successful completion of a Bachelors' degree; experience in professional education, continuing medical education (CME) or nonprofit association environment preferred. Other important skills to be successful in the position are the ability to work on multiple projects simultaneously and manage competing deadlines, communication and organization skills, and attention to detail. Experience with learning management technology. Computer and software skills in Microsoft Office Suite, Zoom Meeting/Webinar, Articulate, learning management system, and association management, preferred. Some travel will be required.

Key Responsibilities

- Support the development, implementation, and maintenance of a variety of a variety of education and knowledge initiatives to support the Foundation's digital learning strategy.
- 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.
- 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 *Senior Manager, Digital Learning* with each assignment.

Specific Duties

- Work in coordination with the *Senior Manager, Digital Learning* to support the development, implementation, and maintenance of FLEX—Flexible Lifelong Learning Xperience, eCourses, podcasts, webinars, and new initiatives.
- Provide project management and faculty support for the Otolaryngology Core Curriculum (OCC).
- 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.
- Work in coordination with the Education Committee Chairs and members to create continuing medical education (CME) that complies with ACCME requirements and Maintenance of Certification (MOC).

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



- Provide learning management system-product set-up and evaluation support.
- 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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