



Manager, Digital Learning

The American Academy of Otolaryngology–Head and Neck Surgery is seeking a Manager, Digital Learning to join our dynamic team in supporting and managing the development of educational programs and products. This role offers an exciting opportunity to contribute to innovative learning initiatives that advance professional education in otolaryngology.

The Manager, Digital Learning is a member of the Professional Education and Digital Learning team and reports to the Senior Manager, Digital Learning.

This is a hybrid role, in-person in Alexandria, VA, 3 days a week.

Key Responsibilities

- Support the development, implementation, and maintenance 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 Accreditation Council for Continuing Medical Education (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.
- Provide project management and faculty support for the Otolaryngology Core Curriculum (OCC) inclusive of managing and tracking copyrights, managing curriculum authors and tracking module progress. Apply sound instructional design 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).
- Provide learning management system-product set-up and evaluation support.
- Manage multiple projects and working groups simultaneously for all assigned products.
- Consistently demonstrate courteous, cooperative, and helpful behavior to all contacts, internal and external.

Required Qualifications

- Bachelors' degree or equivalent experience.
- At least 3 years of experience in professional education, continuing medical education (CME) or nonprofit association environment, preferred.
- Ability to work on multiple projects simultaneously and manage competing deadlines.
- Strong attention to detail, communication, and organizational skills.
- Excellent computer and software skills in Microsoft Office.
- Ability to travel approximately 10%.

Preferred Qualifications

- Familiarity with learning management technology including Zoom Meeting/Webinar, Articulate, learning management system (LMS), and association management, preferred.

Working Conditions

This is a hybrid position, in-office Mondays, Tuesdays, and Wednesdays with the flexibility to telework on Thursdays and Fridays.

Status

- Regular, full-time
- Exempt

Benefits

We are proud to offer an excellent benefits package offered to eligible employees including:

- Medical, vision & dental insurance
- 9% 403(b) contribution after the first year of service
- 5 weeks of paid time off (PTO) & 11 holidays
- Parking or public transportation allowance
- Long & short-term disability insurance
- Medical & dependent care flexible spending accounts
- Workplace flexibility including a hybrid work environment
- Professional development opportunities and tuition/certification reimbursement

Equal Opportunity Statement

The American Academy of Otolaryngology–Head and Neck Surgery is an Equal Opportunity Employer.

Application Instructions

Email your cover letter and resume to employment@entnet.org.