



## EDUCATION MANAGER

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Association Management Center seeks an **Education Manager** to join our team. The Education Manager is responsible for developing, planning and executing continuing education and professional programming needs for two specialty healthcare organizations. Reporting to the APHON Executive Director, the Education Manager is an integral part of the program/product function and supports the development of programs to provide revenue streams, add value to the membership and support the clients' missions and strategic goals. This role currently supports the Association of Pediatric Hematology/Oncology Nurses ([APHON](#)) and the Society for Cardiovascular Magnetic Resonance ([SCMR](#)).



APHON is the professional organization for pediatric hematology/oncology nurses and other pediatric hematology/oncology healthcare professionals. Its members are dedicated to promoting optimal nursing care for children, adolescents, and young adults with cancer and blood disorders, and their families. APHON averages 4,000 members with over 60 local chapters nationwide.



SCMR is the recognized representative and advocate for physicians, scientists, and technologists who work in the field of cardiovascular magnetic resonance (CMR). SCMR is the principal international, independent organization committed to the further development of CMR through education, quality control, research, and training. SCMR Membership has grown to over 3,000 - which includes cardiologists, radiologists, technologists, scientists, engineers and administrators from around the world.

### Specific Responsibilities:

- Develop, coordinate and execute new and existing programs, activities and products that support the organizations' missions and strategic goals.
- Contribute to both team and volunteer committee planning processes for educational activities by gathering, analyzing, and interpreting information to help identify educational needs of members of the profession.
- Develop, compile and analyze evaluation reports for educational activities to determine effectiveness, outcomes measurements, and future needs.
- Keep abreast of current American Nurses Credentialing Center (ANCC) and Accreditation Council for Continuing Medical Education (ACCME) accreditation standards, policies and procedures and how they apply to planning continuing education (CE) activities.
- Ensure appropriate compliance and documentation to maintain CE accreditation requirements, maintaining project files and reports, when applicable.
- Prepare and submit annual CE reports to accreditation providers.
- Provide leadership and management support to education-related committees and task forces. Supervise and coach the Education Coordinator in work directives, goal setting and evaluation.
- Build relationships with thought leaders within the specialties to develop a network of reliable content experts.
- Develop comprehensive project timelines for all activities and manage project plans to meet deadlines and ensure successful programs.
- Manage administrative activities related to educational programs including creating and monitoring, and adhering to budgets, conference call and other meeting agendas, preparing action notes or minutes, setting up new products, creating creative briefs for marketing, etc.

- Manage vendor relationships for educational programming needs including negotiating agreements, ensuring quality delivery of services, monitoring expenses and invoices.
- Maintain up-to-date project reports including project status, expenditures, project planning timelines and final activity reports.
- Collaborate with staff responsible for obtaining educational sponsorships to ensure compliance with accreditation, PHRMA and AVAMED guidelines as applicable.
- Work closely in collaboration with other account team members, especially marketing and operations, to ensure achievement of client and company goals.
- Develop and manage timely and professional communication including written, electronic and oral communication, with staff team members, SMEs, committees and task force members.
- Assist with technical training for faculty, SMEs and volunteers, as needed.
- Create program schedules, outlines, handout materials, presentation materials, online surveys, and evaluation materials for assigned programs.
- Develop program descriptions suitable for internal and external communication and review draft promotional brochures and other materials prior to final printing to ensure accuracy and completeness.
- Serves as the first line of contact, service, and support to members with questions about educational programs and resources.
- Perform other duties as assigned.

#### Qualifications:

- Bachelor's degree in a related field. Master's degree a plus.
- 5+ years of professional experience in planning, producing, and evaluating continuing education activities, including live meetings, publications, and/or digital products is required.
- At least two years supervisory experience.
- Previous work experience in education, association, or health related field(s) required.
- Hands on experience working with CE policies and requirements is required.
- Prior experience working with the ANCC and ACCME preferred.
- Working knowledge of the Sunshine Act, PHRMA guidelines, and AVAMED guidelines a plus.
- Knowledge of implementation and management of contemporary e-learning technologies is preferred.
- Ability to effectively collaborate internally and externally to achieve organizational, team, and individual goals.
- Strong interpersonal skills with ability to communicate effectively (verbally and in writing) and excellent organizational and proofreading skills.
- Organized, a self-starter, and resourceful team player.
- Ability to manage multiple tasks simultaneously, track details, and ensure timely and accurate results is critical. Prior project management experience a plus.
- Attention to detail balanced with big-picture perspective; ability to prioritize and deliver on multiple objectives simultaneously.
- Demonstrates and models drive and a high-level of engagement in helping the organizations achieve goals.
- Occasional travel is required (two to three times a year for events).

***Association Management Center is an equal opportunity employer. We are committed to building a diverse team in which all employees are welcomed, valued and respected for their individual strengths, perspectives, and contributions.***

***Disclaimer*** The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

Qualified candidates can click [here](#) to apply directly, or forward a resume and salary requirements to Summar Jonas, Talent Acquisition Manager at [sjonas@connect2amc.com](mailto:sjonas@connect2amc.com).