

## **Manager of Education**

### **Reports to Director, Education and Member Programs**

#### **Hybrid Work Schedule, two designated days in the office**

#### **Job Description:**

##### SUMMARY:

The Education Manager provides management, accreditation adherence and successful implementation of CME/CE certified activities for LUGPA as well as any business relationships with external CME/CE producers on behalf of LUGPA. The Manager will independently manage all aspects of assigned activities including assessing educational needs, identifying appropriate educational design, budget creation, collaboration on potential funding, creating marketing, program execution, post activity data collection and analysis, and related activity needs.

The Manager must have a complete and in-depth knowledge of the ACCME accreditation requirements, the ACCME Standards for Independence and Integrity and the AMA formats and credit system. LUGPA obtains CME accreditation through the joint providership process. Knowledge of non-physician (e.g., APP, Nursing) CE requirements is also needed.

This role aims to enhance LUGPA's mission, increase its visibility, and expand appropriate accredited offerings. The Education Manager will make decisions and use judgement based on adult learning educational design principles and ACCME knowledge and experience. This individual will lead and implement continuing medical education projects assigned in addition to collaborating with the Manager of Member Programs, Program and Education committees, Course Leaders/Planners, Faculty, and educational partners to produce educational activities compliant within the Accreditation Council for Continuing Medical Education (ACCME) Criteria and Standards, the American Medical Association (AMA) CME credit guidelines, other health professions' continuing education accreditation requirements.

In cooperation with the Manager of Member Programs, the Education manager is also responsible for the planning and execution of any online and in-person educational activities.

The Education Manager will also oversee the administration and coordination of the Executive Leadership Program, including management of the application and participant selection process in collaboration with program mentors and leadership. Responsibilities include coordinating program meetings and educational activities, facilitating communication with participants and mentors, and organizing program-related content, materials, and presentations, including projects presented during the Annual Meeting.

This position plays a key role in managing and delivering a growing education portfolio. We seek a strong communicator and strategic thinker experienced in working with physician-driven planning committees.

## QUALIFICATIONS:

### Education and Experience

- Bachelor Degree required plus a minimum of 2+ years of related experience with managing high volume of workflow and/or equivalent combination of education and experience.
- Experience in meeting and event planning principles, requirements, procedures, resources preferred.
- Experience in Instructional Design, Education, or equivalent.
- Demonstrated experience working both independently and as part of a team.
- Experience in grant writing for CME activities.
- Experience with LMS systems.
- Experience working with committees and subject matter experts.

### Job Competencies

- Expertise in CME/CE accreditation requirements required
- Exceptional organization, project management and time management skills and the ability to manage multiple projects with overlapping and competing priorities.
- Ability to work independently as well as part of a collaborative team
- High level of professionalism
- Strong interpersonal communications skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Experience managing budgets
- Meeting management or event planning experience preferred
- Confidence managing virtual event platforms and working across multiple platforms, systems, and processes
- Excellent computer skills and comfortable with technology such as MS Word, MS Excel, Qualtrics, Google Suite, conference event tools, and other web-based tools
- Willingness and ability to travel as needed and available for evening, weekend and/or extended hours.

## SPECIFIC RESPONSIBILITIES:

*Duties to include but are not limited to:*

1. Work independently as well as with other LUGPA staff and external vendors and stakeholders to oversee the development and delivery of educational content by LUGPA and lead project teams of SMEs, Staff, and Stakeholders as required.
2. Provide direction and oversight for all staff members who report to this position.
3. Oversee the creation of proposals, timetables, and budget requirements for educational development projects; manage vendors, and SMEs.
4. Conduct learning needs assessments with the Education Committee and other stakeholders, which includes member and non-member analyses, content analyses, and task analyses as it relates to education.
5. Provide training expertise and serve as principal staff to LUGPA's Education Committee, and other volunteer group assignments as needed.
6. Provide liaison and expertise needed to coordinate with industry partners who provide programming that is accessible to LUGPA members.
7. Design, deliver, support, and coordinate educational experiences for LUGPA annual conference and any other live or virtual meetings that provide CME/CE.
8. Coordinate the collection, preparation and distribution of program materials and resources (i.e. presentations, evaluations, agendas, handouts, etc.) using abstract management and/or speaker management platforms.
9. Provide oversight for LUGPA's Uro<sup>MA</sup> program (online training for medical assistants).
10. Oversee the administration, coordination, and execution of the Executive Leadership Program, including participant communications, meetings, educational content, and Annual Meeting presentations.
11. Working with the Industry Relations team, develop grant requests and proposals for industry support for appropriate continuing education grants.
12. Other projects assigned.

Please send your cover letter and resume to Kathy Stack at [kstack@lugpa.org](mailto:kstack@lugpa.org)