Position Description

Date: July 21, 2023  
Position Title: Manager, Professional Development  
Reports To: Director, Professional Development  
Status: Exempt

Position Summary:

The Manager will ensure successful creation, implementation, marketing, budgeting, and operation of ASAM educational courses and other products. The Manager will work closely with course planning committees, faculty, and other members of the ASAM staff team. The Manager will also be responsible for data tracking and evaluations and following Continuing Medical Education (CME) guidelines. Candidate must quickly develop a broad understanding of the ASAM education programs and be able to set priorities in work assignments.

Responsibilities/Duties:

- Lead and manage the development and implementation of educational activities working with program planning committees and instructional designers
- Manage faculty recruitment and training, course delivery formats, budgets, planning meetings, and course records for educational activities
- Create e-Learning products for curriculum and other education department initiatives using course development software
- Support the management of current grant and/or collaboration deliverables as needed
- Prepare documentation and submit required CME activity report for all courses that offer continuing medical education certificates
- Handle special projects as assigned such as summarizing evaluations, follow-up with faculty, prepare tracking reports for the project grant, etc.
- Assists with the accurate management of records (hard copy and electronic files) for all educational activities
- Collaborate and work with other education team members as needed
- Provide customer service to program participants, members, and others as needed
- Adherence to ACCME and CME guidelines
- Small amount of travel (1 – 3 trips a year) if needed to education courses to provide on-site assistance and management required for successful operation of courses
Required Qualifications:
- Bachelor’s degree required

Desired Qualifications
- Association experience, particularly in a medical society preferred
- Experience in project management a plus
- Familiarity with requirements for accreditation and course evaluation
- Experience with learning management systems or online databases a plus
- Two to four years of experience in education program planning and management

Skills and Abilities:
- Strong leadership skills in leading cross-functional teams and volunteers on projects
- Excellent writing skills with expertise in proof reading and attention to detail
- Excellent organizational skills including setting priorities in work assignments, managing projects, and following up on assignments with minimal direction
- Ability to efficiently handle multiple priorities in a fast-paced environment with attention to detail
- Proven record of successful project and budget management
- Good interpersonal skills with ability to interact effectively, efficiently, and professionally with individuals at all levels of the organization
- Proficient with LMS systems, articulate and other education online software
- Proficient with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Resourcefulness, initiative, and creativity valued
- Self-motivated, proactive, and able to work independently while also functioning well in a team-oriented environment
- Team player with positive attitude, enthusiastic energy, and ability to have fun with team members
- Passion for education, addiction medicine, and advancing the field through high-quality educational programs

To Apply:

Please submit your resume and cover letter explaining your interest in this position and how your skills match at [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=5660878](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=5660878)