Position Description

Date: August 4, 2023
Position Title: Project Manager, Education
Reports To: Project Director, Education
Status: Exempt

Position Summary:

This position will support planning and execution of a federal grant for treatment of alcohol use disorder (AUD). The Manager will ensure successful creation, implementation, marketing, budgeting, and operation of AUD education developed for the grant. 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 accreditation guidelines for continuing education (e.g., CME, CNE, CEU). Candidate must quickly develop a broad understanding of the ASAM education and Providers Clinical Support System and be able to set priorities in work assignments.

Responsibilities/Duties:

- Lead and manage the development and implementation of grant educational activities working with program planning committees, instructional designers, and partner organizations
- 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 learner reports for all activities that offer continuing education
- 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 in accordance with the grant requirements
- Collaborate and work with other education team members as needed
- Provide customer service to program participants, members, and others as needed
- Adherence to CE and other accreditation 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
- Minimum three years of relevant work experience
- Two to four years of project management experience

Desired Qualifications
- Familiarity with grants management
- Experience with learning management systems or online databases a plus
- Experience managing committees and facilitating conference calls
- Work experience in education, academia, administration, community health, community services, or project 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, Teams)
- 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=5690101