



Position Description

Date: July 17, 2024
Position Title: Senior Manager, Professional Development
Reports To: Director, Professional Development
Status: Exempt

Position Summary:

The Senior Manager will ensure successful creation, implementation, marketing, budgeting, and operation of ASAM educational courses and other products. The Senior 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 faculty 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 within learning management system
- Support the management of current committees, grant and/or collaboration deliverables as needed
- Develop and maintain an in-depth understanding of educational programs, with the capability to articulate this knowledge effectively
- Prepare documentation and submit required accreditation activity reports 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.
- Assist with the accurate management of records (hard copy and electronic files) for all educational activities
- Proactively seek out opportunities for cross-collaboration and cross-promotion of related program activities
- Collaborate and work with other education team members as needed
- Provide customer services to program participants, members, and others as needed.
- Adherence to ACCME, AANC, ACPE, and NBCC 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
- 3-5 years' experience in project management and/or education program planning management

Desired Qualifications

- Association experience, particularly in a medical society preferred
- Familiarity with requirements for accreditation and course evaluation
- Experience with learning management systems or online databases a plus
- Three to five years of experience in education program planning and management
- Preference given to local candidates in Maryland, DC or Virginia

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
- Ability to learn and obtain working knowledge of addiction program topics to effectively coordinate and communicate with clinical subject matter experts

To Apply:

Please submit a resume and cover letter explaining your interest in this position and how your skills match the position to the following address:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6380475

ASAM provides equal opportunity to all staff. No person shall be discriminated against because of race, color, religion, sex, national or ethnic origin, age, physical handicaps, marital status, sexual orientation, family responsibilities, political affiliation, or any other category that is protected by federal or state law.



ASAM is proud to be honored with the Sloan Award for Excellence in Workplace Effectiveness and Flexibility for its use of flexibility and other aspects of workplace effectiveness as a workplace strategy to increase business and employee success. ASAM was one of eight organizations and the only association to be recognized in the state of Maryland.