



ASAM American Society of
Addiction Medicine

Position Description

Date: February 18, 2025

Position: Manager, Education

Reports to: Director, Federal Programs

Status: Exempt

Position Summary: The Manager, Education will support the planning and execution of multiple initiatives funded through grants and cooperative agreements aimed at increasing healthcare professionals' capacity to prevent and treat substance use disorders. This position will serve as a liaison between multiple programs to ensure collaboration, continuity, and alignment amongst initiatives. The Manager, Education will ensure the successful creation, implementation, marketing, budgeting, and operations of project activities and deliverables. The Manager, Education will work closely with planning committees, faculty, external partners, and other members of the ASAM staff team.

Responsibilities/Duties:

- Manage the development and implementation of several federally funded educational activities including developing and monitoring project timelines, tracking progress and milestones, collecting and analyzing data, and collaborating with external stakeholders and internal staff.
- Evaluate and monitor program progress and outcomes by collecting, cleaning, analyzing, and interpreting data.
- Collaborating with faculty, partners, planning committees, and internal ASAM staff to support program activities.
- Drafting funder and partner reports to include progress on milestones and budget spenddown.
- Strategize opportunities for alignment, continuity, and information sharing amongst programs.
- Support Director in expanding portfolio of capacity building programs to include strategizing, grant writing, responding to new inquiries, coordinating with other grantees/partners and building relationships.
- Oversee faculty recruitment, training, and retention through communications, facilitating planning calls, and coordinating logistics.
- Contribute to program promotion items such as press releases, newsletters, social media posts, and other marketing efforts, as requested.
- Adhere to Continuing Education (CE) and other accreditation guidelines.
- With support from Director, manage program budgets and partner relations.
- Travel (2-4 trips a year) as needed to provide on-site assistance for successful trainings, conference presentations, and/or program dissemination efforts.
- Support and manage special projects, as assigned.

Required Qualifications:

- Bachelor's degree.
- Minimum of five to seven years of demonstrated project management experience.
- Knowledge and/or experience managing federal (SAMHSA, HRSA, CDC, CMS) cooperative agreements and grants.

Preferred Qualifications:

- Master's degree in public health, social work, health administration, or related field.
- Experience managing budgets.
- Experience with Learning Management Systems (LMS) or Customer Relationship Management (CRM) databases.

Skills and Abilities:

- Exceptional written and verbal communication skills.
- Excellent organizational skills with a strong attention to detail and accuracy.
- Ability to work independently and as part of a team in a fast-paced environment.
- Proficiency in Microsoft Suite and comfort in learning new online platforms.
- Effective interpersonal skills to interact efficiently and professionally with internal staff and external partners, faculty, and funders.

Salary and Benefits:

Salary: \$65,000 - \$70,000 Commensurate with experience.

Benefits: Robust benefits, including 4 weeks (paid) parental leave, family health, vision, and dental benefits, 401(k) plan match. Flexible remote work arrangements available.

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=6683431

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 law or the laws of the Maryland.



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.