



ASAM American Society of
Addiction Medicine

Position Description

Date: April 11, 2025

Position Title: Project Specialist, Education

Reports To: Director, Federal Programs

Status: Exempt

Position Summary:

This position will support planning and execution of several federally funded initiatives aimed at increasing healthcare professionals' capacity to prevent and treat substance use disorders. The Project Specialist will ensure successful creation, implementation, marketing, and operation of educational programs. The Project Specialist will work closely with course planning committees, faculty, external partners, and other members of the ASAM staff team. The Project Specialist will also be responsible for accurately collecting and tracking data and following accreditation guidelines for Continuing Education (CE).

Responsibilities/Duties:

- Support the development and implementation of educational activities through coordinating schedules, tracking deliverables, and collaborating with program team, faculty and external partners
- Prepare reports and presentations for leadership, partners, and funder
- Create e-Learning products for educational activities and trainings on program learning management system (LMS)
- Collect, clean, and track learner and evaluation data with opportunities for analysis and interpretation
- Support marketing efforts such as drafting newsletters, social media plans, press releases
- Arrange and support travel logistics for staff and faculty, as requested
- Support budget projections and tracking, as requested by Director
- Assist with drafting promotional materials such as monthly newsletter and social media plans
- Collaborate with other education team members, as needed
- Respond to inquiry emails and provide customer service to program learners and ASAM members
- Adhere to CE and other accreditation guidelines
- Small amount of travel (1 – 2 trips a year), as requested, to provide on-site assistance and management required for successful operation of trainings

Required Qualifications:

- Bachelor's degree required
- One to two years of relevant work experience coordinating and/or managing projects

Desired Qualifications:



ASAM American Society of
Addiction Medicine

- One to two years of project management experience
- Familiarity with federal grants, cooperative agreements, or contracts
- Experience with learning management systems (LMS) or online education and/or membership databases
- Experience executing marketing strategies such as drafting social media plans or newsletters

Skills and Abilities:

- Strong organizational skills to include setting priorities in work assignments, managing timelines and tasks, following up on assignments with minimal direction and delegation
- Ability to efficiently handle multiple priorities in a fast-paced environment with keen attention to detail
- Excellent verbal and written communication skills
- Good interpersonal skills with ability to interact effectively, efficiently, and professionally with individuals at all levels of the organization, faculty, and external partners
- Proficient with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams) and project management platforms such as Monday.com
- Resourcefulness, initiative, and creativity valued
- Self-motivated, proactive, and able to work independently and in a collaborative team environment
- Team player with positive attitude, enthusiastic energy, and ability to have fun with team members
- Passion for addiction medicine and advancing the field through high-quality educational programs

Salary and Benefits:

Salary: \$55,000 - \$60,000 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=6760578

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 American Society of
Addiction Medicine



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.