



ASAM American Society of
Addiction Medicine

Position Description

Date: August 5, 2026
Position Title: Manager, Conferences & Online Learning
Reports To: Director, Conferences & Online Learning
Status: Exempt

Position Summary:

The Manager is responsible for leading the development, implementation, promotion, financial management, and day-to-day operations of several ASAM live and online signature educational programs. This role collaborates closely with planning committees, faculty, and cross-functional ASAM staff to deliver high-quality learning experiences that support organizational goals and member needs. The Manager oversees program data analysis, outcomes measurement, and evaluation processes, while ensuring compliance with Continuing Education (CE) requirements and accreditation standards. The successful candidate will rapidly develop a comprehensive understanding of ASAM's educational portfolio, exercise sound judgment in prioritizing competing demands, and effectively manage multiple projects in a dynamic environment.

Responsibilities/Duties:

- Manage the planning, development, execution, and post-program evaluation of assigned educational courses and programs (eg, the Virtual Review Course, State of the Art Course and Annual Conference Pre-Conference Courses)
- Develop and maintain project timelines, work plans, and production schedules to ensure successful program delivery.
- Coordinate with course planning committees and faculty to develop and update high-quality educational live and online content.
- Support ASAM's portfolio of signature online courses through ongoing maintenance, marketing, and reporting.
- Track and report on key course metrics including registration, participation, and learner feedback while ensuring compliance with CE requirements.
- Partner with internal teams, including education, marketing, meetings, membership, and technology staff, to support program delivery.
- Identify opportunities to improve processes, participant engagement, and program outcomes.
- Serve as primary contact for assigned educational programs and provide professional support to learners, program participants, members, and others.
- Occasional travel (1–3 trips a year) may be required to provide on-site program management, operational oversight, and learner support for assigned educational courses and events.
- Assume additional responsibilities and special projects as needed to support the evolving needs of the Education Department and the organization.

Required Qualifications:

- Bachelor's Degree required
- Experience planning and supporting live courses (eg, faculty, content, budget)
- Experience working with volunteers, committees, faculty, subject matter experts, members, or other stakeholders
- Experience coordinating multiple projects simultaneously and managing competing priorities
- Proficiency with Microsoft Office Suite

Preferred Qualifications:

- Experience working in a nonprofit, association, healthcare, medical education, or membership organization environment
- Experience leading new programs from initial concept through implementation and evaluation
- Experience leading faculty through program design and implementation, including managing content creation timelines.
- Experience with learning, event, or project management technology (eg, learning management systems, webinar platforms, live-event apps, workflow trackers, etc)
- Knowledge of adult learning principles and educational program development
- Experience managing accredited continuing education activities and familiarity CE requirements
- Experience with program evaluation, outcomes measurement, and data analysis

Skills and Abilities:

- Strong organizational and project management skills, with the ability to handle multiple programs and priorities and meet deadlines
- Strong written, verbal and interpersonal communication skills to collaborate with diverse stakeholders, including staff at all levels of the organization, members, faculty, vendors, and partners.
- Ability to work independently while also contributing to a collaborative team environment.
- Creativity, problem-solving, and critical thinking skills
- Demonstrated flexibility and adaptability to changing organizational priorities, processes, and responsibilities.

Works closely with:

- Director of Conferences & Online Learning and inter-departmental event planning team
- Manager, Learning Management Systems and entire Education Department
- ASAM Members, planning committees, faculty, and course attendees

Benefits of Working at ASAM

- ASAM's work with physicians and clinicians helps millions of patients, families, and communities impacted by addiction
- ASAM's work helps address the vast national crisis of opioids and addiction
- ASAM enjoys a strong organizational culture, living by values determined by staff of open collaboration, trust, courage, and connectedness
- ASAM is proud to have earned the Sloan Award for Excellence in Workplace Effectiveness and Flexibility

- ASAM offers competitive compensation (commensurate with experience) and benefits that include paid vacation and sick leave, transportation reimbursement, medical insurance, and 401k.

Salary and Benefits:

Salary: \$68,000-\$74,000 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=7199690

Resumes without cover letters will not be considered.

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.