



ASAM American Society of
Addiction Medicine

Position Description

Date: September 14, 2026

Position Title: Specialist, Education Grants & Programs

Reports To: Director, Federal Programs

Status: Exempt

Position Summary: The Project Specialist will support planning and execution of several educational initiatives aimed at increasing healthcare professionals' capacity to prevent and treat substance use disorders. This position will ensure successful creation, implementation, and operation of educational programs by tracking deliverables, hosting live virtual events, and drafting reports. 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 timelines, note-taking, and collaborating with program team, faculty, and external partners
- Host live virtual events via Zoom, including creating and monitoring registration, launching polls, screen sharing, and providing learner technical support before, during, and after live events
- Prepare reports and presentations for leadership, partners, and funders
- Create e-Learning products for educational activities and trainings on program learning management system (LMS)
- Arrange and support travel logistics for staff and faculty, as requested
- Assist with drafting promotional materials such as monthly newsletter and social media plans
- Collaborate with faculty, partners, planning committees, and internal ASAM staff to support program activities
- Assist program team in collecting, cleaning, tracking, and reporting program data
- Draft CE applications and adhere to CE and other accreditation guidelines

Required Qualifications:

- Bachelor's degree required
- One to two years of relevant work experience coordinating and/or managing projects
- Experience hosting live virtual events via Zoom or other platforms

Desired Qualifications:

- Master's degree in public health, social work, healthcare administration, or related field

- Knowledge and experience with learning management systems and/or Customer Relationship Management (CRM) databases
- Experience supporting training, technical assistance, and medical educational initiatives, including development and delivery of live and on-demand trainings
- Familiarity with federal grants, cooperative agreements, or contracts

Skills and Abilities:

- Strong organizational skills including setting priorities in work assignments, managing timelines and tasks
- 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)
- Proficient with Zoom or other online learning/video conferencing software
- Resourcefulness, takes initiative, and values creative out-of-the-box thinking
- Self-motivated, proactive, and able to work independently and in a collaborative team environment

Salary and Benefits:

Salary: \$60,000-\$65,000. 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 portfolio or work sample, 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=7213472

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.