

Education Manager

Summary

The Education Manager will work closely with society committee leadership to facilitate all administrative functions associated with the full life cycle (yearly) of a scientific program, continuing education courses, webinars, and training workshops.

Description

We are expanding our successful staff with a team player who has a minimum of 3-5 years' experience in program management and/or education planning and content coordination. Experience working with board of directors, committees and volunteers in education or non-profit industries is preferred but not required. Successful candidates will feel confident working in databases, Microsoft Office suite, and interfacing with senior staff and clients. A proven track record of focusing on details and multi-tasking while meeting concurrent deadlines is a must. The Education Manager will be responsible for handling all of Safety Pharmacology Society (SPS) education content both live in person and online, including monthly webinars, regional meetings, continuing education courses, and scientific programs for the SPS Annual Meeting, including our abstract submissions. This position blends Program management (education planning) with content management (Learning Management System [LMS] administration). Position requires domestic or international travel to an annual meeting each Fall. (September-October)

Education Manager Responsibilities

- Liaise and support the Abstract Review & Travel Award Committees including managing the yearly abstract submission process, travel award applications and review period.
- Liaise and support the Training & Education Committee, regional meetings, and their speakers.
- Liaise and support the Program Committee, including managing the yearly annual meeting program planning and all speaker coordination.
- Liaise and support the CE Committee, including managing the yearly annual meeting CE course planning and all speaker coordination.
- Communication and coordination of marketing pieces and website updates for educational opportunities.
- Creation of effective assessment of programs and courses (surveys) to evaluate the impact of our educational programs. Provide high-level reporting and feedback for board review.
- Implementation and administration of a Learning Management System (LMS) to organize, filter, and update education content as directed by staff, board of directors, or Executive director.
- Strong written and oral communication skills, which include accurate proofreading.

Program Management Responsibilities

- Assist in planning monthly educational webinars.
- Work closely with the Abstract Review Committee chair and volunteers to collect abstract submissions for the annual meeting each year, including managing the review period.
- Coordinate the collection of the Junior and Student travel award applications
- Manage correspondence with abstract submitters regarding deadlines, questions, issues, or withdrawals.
- Coordinate the setup of the abstract submission site (online) with the Review Committee/submission vendor
- Coordinate the setup of the posters and poster schedule during the annual meeting
- Work closely with the Program and CE Committee chairs and volunteers to create the Annual Meeting education program through planning meetings, collaborative documents, providing

administration, deadlines, and frequent communication and updates to staff and the board of directors.

- Manage correspondence with member/non-member invited speakers for all programs, including letters of invitation, important deadlines, reminders, logistics, travel tips, etc.
- Coordinate collection and distribution of speaker slides, permissions & presentations as needed
- Manage the CE and Program onsite during the annual meeting, including checking in with chairs, creating intro slides, managing content changes to the program in the mobile app, assisting speakers with upload of content, etc.
- Manage the CE and Program budgets including accurate billing of staff time and speaker travel expenses related to the annual meeting program.

Candidates may e-mail resume with cover letter and salary requirements to HR@aim-hq.net. **No phone calls and no third parties please.**