

Job Description

Position Title: Senior Manager, Education Programs

Reports To: Director of Professional Development

Type/Status: Full-time, Exempt

Major Functions of Position:

- Support the Director of Professional Development with the administration of the overall educational program for the Society for Vascular Surgery, including overseeing the administration of policies and procedures related to the ACCME Essentials and Standards and AMA requirements.
- Under the direction of the Director of Professional Development, manage the planning, implementation, and evaluation of assigned live and enduring programs.
- Manage the integration of education into the learning management system.
- Manage the related reports, forms, and processes for assigned education programs to ensure timely and accurate data.
- Serve as the staff liaison for assigned education-related committees and work groups, internal staff teams, and external stakeholders.

Duties and projects in the following areas to include but not limited to:

- Support the Director of Professional Development with the development and implementation of strategic planning for the SVS education program.
- Oversee the administration of policies and procedures related to the ACCME Essentials and Standards and AMA requirements.
- For enduring programs, manage and/or supervise the planning and development and management of enduring education.
- For assigned live events, manage the planning, development, and onsite program; coordinate all program-related support, including collection of all session materials; assist in production of the program book and collateral materials; manage the onsite event.
- Provide strategic planning and development support for new educational initiatives and manage the implementation of these programs in collaboration with committees, workgroups, and staff teams.
- Oversee the development, collection, recording, and accuracy of required program-related data in the abstract submission system. Maintain up-to-date project reports and documentation for all assigned education programs.
- Develop and maintain all education activity files and evaluations for assigned programs to meet ACCME criteria and standards.
- Assist with the development of annual budgets and monitor budgets of assigned programs.
- Provide administrative support for assigned education-related committees and attend education-related committee meetings as needed.

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- Participate in other daily administrative and support functions, including responding to telephone calls and requests and other general administrative tasks.
- Perform other duties as assigned.

Required Skills:

- Strong communication skills and computer skills. Must be proficient in Excel, Word and PowerPoint.
- Strong organizational skills and attention to detail.
- Team-centered focus with the ability to lead team efforts efficiently with limited resources.
- Positive approach toward customer service.
- Ability to work independently on projects and meet deadlines consistently.
- Required travel to programs and meetings several times a year and occasional evening and weekend work.
- Required travel to the Vascular Annual Meeting, committee meetings, and live courses; occasional weekend work.

Education and Experience:

- 6 to 10 years' experience with a healthcare related association
- Bachelor's degree in education, communications, or liberal arts degree is preferred.
- Demonstrated experience in developing continuing medical education and knowledge of ACCME requirements
- Communications skills
- Learning Management Systems (LMS)
- Live educational events
- Strategic planning experience and experience with online education and videos a plus.

Physical Requirements & Environment

Typical office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. Routine local travel is required for this position. Occasional evening and/or weekend work maybe required based on business needs. Occasional telecommuting is allowed.

Our commitment

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large.

About the Society for Vascular Surgery

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,000 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit www.vascular.org.

To apply:

Please submit your resume to HRResumes@vascularsociety.org.

The Society for Vascular Surgery is an Equal Opportunity Employer