

JOB DESCRIPTION

Title: EDUCATION PROGRAM MANAGER

Incumbent Name:

Department: EDUCATION

Reports to: VICE PRESIDENT OF EDUCATION & TRAINING

Employment Status: F/T P/T _____ Temporary _____

FLSA Status: Exempt Non-Exempt _____

GENERAL PURPOSE:

Under the general supervision of the Vice President of Education & Training, the Education Program Manager has responsibility for conducting the full range of activities required to prepare, submit and manage unrestricted education grant requests. In addition, the incumbent will support the education team by assisting with live meetings, and managing assigned extended learning opportunities, online instruction, as well as other modes of adult education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage all aspects of the education grant request process from researching grant opportunities, researching and writing grant requests, tracking and submitting grants on behalf of the Academy, and reconciling grants upon project completion in coordination with other members of the AMCP education team.
- Coordinate with VP of Education and Training and consultants to utilize needs assessment data to create compelling grant requests for programs that best meet the needs of a pre-defined target audience.
- Upon approval of an educational grant, manage and execute the educational activity through the organization's distance-learning and web-based platforms. Project management to include the marketing, faculty recruitment, and program content development.
- Assures that all educational activities fulfill the Accreditation Council for Pharmacy Education's (ACPE) standards for accreditation criteria.
- Assists in the development of course descriptions and learning objectives for educational programming.
- Identify and recruit appropriate faculty for educational programming as assigned.
- Manages and administers faculty communications as needed throughout the program planning process particularly regarding orientation of faculty members.
- Manages the development of faculty materials including speaker information packets, presentations requirements and guidelines, confirmation letters, and honoraria.
- Assist other education staff members with the development and editing of final program/website content.
- Assist the department staff with on-site activities/logistics during live meetings including presentation handouts, session room set-up, audio and visual, and speaker preparation.

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OTHER DUTIES:

- Collaborate with AMCP pharmacy and government affairs staff to provide education representation on selected AMCP programs.
- Collaborate with the AMCP marketing function to develop descriptive and marketing materials.
- Assist in the development of a member needs assessment for educational purposes.

SUPERVISORY RESPONSIBILITIES:

None.

COMPETENCIES:

WRITTEN COMMUNICATION

Ability to effectively communicate ideas, thoughts, and facts in writing. Demonstrates ability in using correct grammar, punctuation, spelling, and sentence structure. Organizes written ideas clearly. Tailors written communication to effectively reach audience. Expresses ideas clearly and concisely in writing.

PROJECT MANAGEMENT

Able to plan and organize the work of a group, department or project and to establish effective priorities and use of time. Demonstrates ability to “think outside the box” for solutions or ways to accomplish the job in a more effective way. Handles projects responsibly (including expense management). Prioritizes as needed and meets deadlines. Communicates challenges/barriers to supervisor. Collaborates and shares progress with others to get the project completed. Demonstrates effective delivery of completed project.

TEAMWORK

Works cooperatively with others to achieve common goals. Ability to effectively work and complete assignments in group settings by listening and responding appropriately to other team members, offering support, conferring with team members about their concerns, expressing disagreement constructively and works towards solutions that all team members can support.

RELATIONSHIP BUILDING

Has the ability to develop and maintain effective relationships with others in order to encourage and support communication and teamwork. Demonstrates the ability to build and maintain ongoing, collaborative, working relationships with coworkers and members to achieve the goals of the organization.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor’s degree preferred, pharmacy related degree a plus.
- At least two years’ experience in adult education in a health care or medical association or medical education company.
- Experience with ACPE standards and guidelines for medical field continuing education desired.
- Experience with developing and implementing education programs for health care professionals for delivery at live meetings, in print, or via digital media preferred.

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- Experience working with a Learning Management System

WORKING CONDITIONS:

Moderate noise levels, which are typical in an office environment with computers, printers, faxes, etc. sitting about 80% of the time. Moderate moving and transporting boxes onsite at national meetings.

TRAVEL:

AMCP hold two conferences each year in locations throughout the United States. Overnight travel up to 10% by land/or air.

I have reviewed the above job description and understand my duties and responsibilities as described above.

Signature

Date

Printed Name

AMCP reserves the right to modify, interpret, or apply this job description in anyway the association desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.