



## **EDUCATION PROJECT COORDINATOR**

### **JOB SUMMARY**

The Education Coordinator reports to the Director of Education, and provides overall support for the Education Department products and meetings. Primary responsibilities include managing accreditation requirements, liaising with content creators, managing faculty, and general project coordination. This position also provides support for education and e-learning customer service. The ideal candidate is very comfortable with computers and new software tools, works well with high level volunteers, good attention to detail, and possesses a willingness to take on new projects and responsibilities.

### **DUTIES & ESSENTIAL JOB FUNCTIONS**

- Manage applications, required documentation, and volunteer training sessions for the Chapter CME joint providership program.
- Work with Director of Education on ACCME self-study and performance in practice application to ensure SHM maintains full accreditation status in 2019.
- Coordinate faculty, facilitators, communication, and content for the Leadership Academy cohort program pilot.
- Support the SHM partnership with the American College of Chest Physicians, coordinating with their staff to manage the Point-of-Care Ultrasound Certificate of Completion for Hospitalists.
- Manage educational grants and educational grant partnerships, working with Membership staff and partners.
- Serve as point person for university partnerships with SHM's Leadership Academy.
- Serve as staff liaison to special interest groups, task forces, and committees as assigned.
- Serve as support staff for reporting and customer service for live education events and e-learning.
- Work independently and within a team on special nonrecurring and ongoing projects; respond to requests on own initiative and drive timelines and deadlines.
- Adhere to and promote SHM's values by performing respective duties in a manner that supports and contributes to the achievement of SHM's goals.
- Maintain positive relationships with SHM members and external vendors
- Perform other related duties and assignments as required.



## **QUALIFICATIONS**

### Required

- Bachelor's degree.
- Proficiency with MS Office applications.
- Experience organizing and maintaining files for complex projects.
- Ability to prioritize workload to meet deadlines while being flexible.
- Organizational skills and continual attention to detail.
- Friendly, personable demeanor with flair for volunteer management.
- Creativity, intellectual curiosity, and "out of the box" thinking to improve processes and innovate new programming.
- Ability to prepare and edit documents, research, and compile information.
- Effective verbal, interpersonal and written communication skills, including excellent grammar and editing skills.
- Strong work ethic and willingness to take ownership for wide-ranging responsibilities.
- Desire and ability to work creatively as part of a team and independently

### Preferred

- Experience using Learning Management Systems
- Experience creating innovative education or other programming across online and live environments.