Position Description

Date: May 6, 2020
Position Title: Coordinator, Professional Development
Reports To: Senior Director, Professional Development
Status: Exempt

Position Summary:

ASAM is a medical professional society representing more than 6,500 members with 50+ staff and a $10M annual operating budget. It is an energetic, fast-paced organization with multi-faceted opportunities in the area of addiction medicine.

This position will report to the Senior Director, Professional Development to ensure successful creation, implementation and operation of ASAM educational courses and products. The Coordinator will manage a variety of projects and programs and will work closely with the Senior Director of Professional Development, as well as other members of the education team and with course planning committees and faculty. Candidate must demonstrate an interest in working on medical education for physicians and clinicians and quickly develop a broad understanding of the ASAM education programs and set priorities in work assignments.

Responsibilities/Duties:

- Provide overall coordination and logistics for delivery of high-quality education courses and trainings across the country
- Coordinate faculty recruitment, potential faculty applications, and secure faculty across the country to deliver courses
- Plan meetings, prepare agendas and be responsible for follow up on action items
- Prepare support documentation and submit required Continuing Medical Education (CME) activity report for all courses that offer continuing medical education certificates.
- Coordinate materials and information to be posted to the online education system for education courses
- Compile and distill course evaluation reports and provide results to program planning committee
- Drafts correspondence as needed
- Assists with the accurate management of records (hard copy and electronic files) for all education activities and assist with the adherence to industry guidelines
- Provides phone support to members for Education and other ASAM activities. Interacts with members and customers regarding courses, programs and products.
• Assists with other programs and projects as necessary as determined by the Chief Learning Officer and Senior Director, Professional Development to work with other department staff as needed on other education programs
• Small amount of travel (1-2 trips a year) if needed to education courses to provide on-site assistance and management required for successful operation of courses
• Open to new ideas and other duties as they arise and are assigned

Education and Experience:

• Bachelor's Degree preferred
• Two years of experience administrative experience in an office environment
• Association experience, particularly in a medical society preferred but not required
• Some experience with medical organizations or educations preferred but not required

Skills and Abilities:

• Excellent organizational skills including setting priorities in work assignments, coordinating projects, and following up on assignments with minimal direction
• Ability to efficiently handle multiple priorities in a fast-paced environment with attention to detail
• Experience in coordinating online education and conducting webinars is a plus
• Good interpersonal skills with ability to interact effectively, efficiently and professionally with individuals at all levels of the organization
• Excellent written, organizational, communication and customer service skills are required
• High proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
• Good customer / member service skills
• Resourcefulness, creativity and initiative valued
• Team player with positive attitude, enthusiastic energy and ability to have fun with team members

Works closely with:

• Senior Director, Professional Development, Associate Director and Senior Manager the team as needed
• Professional development (education) team members and other staff and members as needed
• CME consultant(s) for adherence to ACCME (medical education) guidelines and instructional design guidance
• ASAM members, chapters and other medical organizations to deliver courses across the country
• Addiction medicine related agencies in development of courses and/or for staying on cutting edge of addiction medicine issues and education needs

Recruiting salary range: Commensurate with experience (with a robust benefits package)
To Apply:
Please submit a resume and cover letter to HR@asam.org explaining your interest in the position and how your skills match the position.

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.