Position Description

Date: May 6, 2020
Position Title: Associate Director/Director, Professional Development
Reports To: Chief Learning Officer
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 multifaceted opportunities in the area of addiction medicine.

This position will report to the Chief Learning Officer (CLO) to ensure successful strategic development, creation, implementation of a number of key ASAM educational offerings and resources. The Associate Director/Director will work closely with course planning committees, faculty, other medical/medical education organizations, and other members of the ASAM staff team in support of ASAM’s strategic priorities. The Associate Director/Director will be responsible for developing strategies for the successful continuation of competency-based educational activities with a focus on the ASAM Fundamentals of Addiction Medicine (including all Fundamentals curriculum activities such as live workshops, online workshops, ASAM ECHO series, and online modules), the ASAM Review Course in Addiction Medicine, the ASAM Motivational Interviewing Workshop and special grant funded projects such as the National Association for Drug Court Professionals (NADCP) trainings. The Associate Director/Director will also work closely with the CLO and other members of the professional development team to conduct needs assessments and evaluations and incorporate feedback from participants in education activities. The Associate Director/Director will also continue to evolve learner engagement and outreach to new audiences. Candidate must quickly develop a broad understanding of the ASAM education programs and be able to set priorities in work assignments.

Responsibilities:

- Oversee and manage the following content and curriculum and associated materials: the ASAM Fundamentals of Addiction Medicine (including all Fundamentals curriculum activities such as live workshops, online workshops, video-conferencing ASAM ECHO series, and online modules), the ASAM Motivational Interviewing Workshop, the grant funded National Association of Drug Court Professionals (NADCP) trainings, and the ASAM Review Course in Addiction Medicine and the development of new courses as needed
- Supervise at least two staff members; Manager, and a Specialist
• Provide strategic thinking and leadership to ensure content and delivery format for courses are engaging and based on addiction medicine competencies, changing learner needs, attendee evaluations, environmental factors, and educational priorities
• Work with CLO to identify and secure additional funding from potential sponsors and/or supporters for respective education courses and serve as key personnel or project liaison as needed as opportunities come to ASAM to reach new audiences
• When a specific program is funded by a Federal Grant, help monitor the course according the grant award, compile and submit the required progress reports and submit renewal proposals as needed
• Oversee communication with committees and committee-related activities to ensure successful delivery of live and online educational programs
• Assess, modify, and develop new metrics to evaluate and report on ASAM’s educational programs and learner needs
• Prepare budgets for educational activities and effectively manage them to meet revenue, expense and net income targets
• Work with the CLO and marketing team to generate new areas for outreach beyond membership for program activities
• Work with team and grant partners to ensure successful completion of grant deliverables and program operations
• Assists with the adherence to ACCME and CME guidelines
• Assists with the accurate management of records (hard copy and electronic files) for all education activities
• Travel as needed to education courses and provide on-site assistance and management required for successful operation of courses
• Open to new projects and ideas and other duties as they arise and are assigned

Education and Experience:
• Experience in managing and developing education programs and curriculum
• Five to seven years of experience in an association or nonprofit (preferably medical) office environment
• Experience working with and serving as a staff liaison with committees desired
• Experience with supervising staff, budget, and project management
• Bachelor’s degree required, master’s degree a plus
• Experience working with and serving as a staff liaison with committees desired

Skills and Abilities:
• Ability to efficiently handle multiple priorities in a fast-paced environment with attention to detail
• Strong interpersonal skills with ability to interact effectively, efficiently, positively and professionally with individuals at all levels of the organization
• Excellent organizational skills including setting priorities in work assignments, coordinating projects, and following up on assignments with minimal direction
• Excellent written, organizational, communication and customer service skills are required
• Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
• Experience working with MS Office products, membership databases, learning management systems and conference apps
• Ability to think creatively/strategically and generate new ideas Team player with positive attitude, enthusiastic energy and ability to have fun with team members
Works closely with:
- Chief Learning Officer on the strategy to deliver the courses and with other members of the professional development team as needed
- Manager and specialist to effectively implement and manage programs and activities
- Course planning committee and professional development staff team for implementation and evaluation of course
- Professional development, marketing and membership staff for marketing and customer satisfaction
- CME staff and consultant for adherence to ACCME education guidelines
- ASAM Chapters and other medical organizations to deliver course across the county
- Addiction medicine related agencies in development of courses and/or for staying on cutting edge of addiction medicine issues and education needs

Benefits of Working at ASAM:
- ASAM’s work with physicians and clinicians helps millions of patients, families, and communities impacted by addiction
- ASAM’s work helps address the vast national crisis of opioids and addiction
- ASAM enjoys a strong organizational culture, living by values determined by staff of open collaboration, trust, courage, and connectedness
- ASAM is proud to have earned the Sloan Award for Excellence in Workplace Effectiveness and Flexibility
- ASAM offers competitive compensation (commensurate with experience) and benefits that include paid vacation and sick leave, transportation reimbursement, medical insurance, and 401k.

To Apply:
Please submit a resume and a cover letter to hr@asam.org describing your interest in the position and how your skills match the requirements.

Recruiting salary range: Commensurate with experience (with a robust benefits package)

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.

ASAM Staff Values: As an organization, our work has national and generational impact. We are an energetic, scrappy, and resilient team who are passionately dedicated to providing hope and redemption in the addiction field. Our safe, positive and professional work environment allows us to celebrate both our successes and shortcomings. We help and support each other as a family of compassionate individuals. We work with pride and an insatiable hunger to change the addiction field and to leave our mark.