

Education Manager Job Description

General

Association and Society Management International (ASMI) is located in Falls Church, VA and serves 10 not-for-profit organizations with a wide variety of client needs.

This position is for an association management professional with experience in educational program delivery, project management, grants and contracts management. Expertise is needed in adult education, and a background in emergency medical services and trauma issues is preferred.

This position is a permanent, full-time employee of ASMI that will serve as Education Manager of ATS. Supervision will be provided by the President of ASMI. The position will be based at ASMI headquarters in Virginia. Successful fulfillment of duties includes regular appointments and meetings in the Washington DC area.

Salary Range

\$55,000-78,000 permanent, full-time employee of ASMI

Job Summary

The Education Manager organizes all ATS educational seminars, workshops and conference programs. The position reports to the Associate Director of ATS and works closely with ATS Executive Assistant. The Education Manager may serve other ASMI clients as skills and efficiency warrant.

**Annual hours
estimates:**

Specific tasks include:

American Trauma Society

1,600

- Assures the goals and objectives of the education program are carried out according to the ATS Strategic Plan, Bylaws, and Policies and in coordination with the Executive Director and appropriate ATS work groups. Ensures all decisions regarding the Education Program are executed.
- Ensures the Executive Director is kept fully informed of the development and operations of the Education Program.
- Plans, formulates and recommends for approval of the Executive Director an ATS Education Program business plan, with the first year detailed to support the current year budget. Manages the Education Program within the approved operating budget.
- Develops procedures to implement Education Program policies.
- Recruits, evaluates and communicates with the authorized instructors to deliver the course offerings.
- Develops and enhances existing education programs to advance the professional, technical, and managerial skills of the membership. Responsible for the scheduling and delivering of education programs with the approval of the Executive Director.

Annual hours estimates:

Specific tasks include:

- Responsible for the content of the education courses and ensuring they are properly maintained and updated.
 - Responsible for applying for CME recognition for courses.
 - Works with Executive Assistant in assisting Executive Director in the communication of education programs and in planning, organizing and promoting the marketing of the education programs.
 - Works with the Executive Assistant to ensure appropriate course materials are provided at training venues.
 - Works with the Lead Instructor to train potential course instructors and to ensure high standards for on-going instruction.
 - Works with the ASMI President in managing the day-to-day operations of the office in the absence of the Executive Director.
 - Assumes other responsibilities as delegated by the Executive Director.
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| ■ <u>Injury Prevention Programs</u> – support maintenance and development of specific ATS programs. | 400 |
| ■ <u>General assistance</u> – office services and other project support as assigned. | TBD |
| Total | 2,000 |

Annual hours indications for each task are *estimates*, and assignments may be adjusted. ASMI employees are expected to work a minimum of 40 hours per week.

Job Requirements

Positive attitude is very important to deliver superior customer service. Office skills include professional phone manner, well-versed in Microsoft Office Suite software including Outlook, Word and PowerPoint. Excel and Access familiarity is also beneficial. Travel required.

- **Knowledge** The position requires knowledge of project planning and management; funding strategies; research and evaluation methods and techniques; and adult learning concepts.
- **Skills** The position requires skills in marketing, relationship development and outreach. Employee must be extremely well-organized and task-oriented. Outstanding communications skills are needed with success in member service. Ability to identify with the EMS/trauma profession and ATS mission. Travel required – estimated 4-8 trips outside the greater Washington DC area annually.
- **Education and Experience** A Bachelors degree is required. A Masters degree in an appropriate area such as Education or MPH is preferred. The ideal candidate will have a background in trauma/emergency medical services systems and a history of managing an adult education program.

Contact

Send resumes to:

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