



JOB DESCRIPTION

Position: Education Specialist

Classification: Non-Exempt

Reports to: Associate Executive Director

Job Summary

Join an exciting, engaging company that provides a high level of professional and personalized service to our clients which allows them to achieve their goals. You will experience a fun, team-focused work environment while utilizing and growing your skills and talents.

Our team provides a highly responsive environment, which includes high expectations for both strategic and operational tasks including oversight and administration of educational initiatives as identified by the Board of Directors. This position has extensive member contact and requires leadership attributes.

The individual in this position must be well-organized, have strong verbal and written communications and be customer-service focused.

Responsibilities

- Ensure compliance with continuing medical education guidelines;
- Implement and oversee processes for offering CME credits for all educational offerings whether in-person or offered via technology, including maintaining accreditation and regular reporting;
- Work with committees and Society leadership to develop new educational products;
- Build a strong relationship with Society leaders and members to ensure trust and confidence;
- Market educational offerings to society members and other target audiences;
- Manage budgets assigned to each project;
- Other projects as identified by the Society leadership, Executive Director, or Associate Executive Director;
- Other duties or projects as assigned.

Program Management

- Develop program content, slides, videos, and animations with guidance from committee members;
- Establish adult learning principles throughout each program that identify practice gaps;
- Design the evaluation to assess learner's knowledge and competence;
- Manage and reconcile education programming budgets;

- Create timelines and schedules to keep projects on time and on budget;
- Analyze best practices and business models for education initiatives factoring in cost and return on investment;
- Provide technical assistance to individual course users by assisting with online account access and accreditation inquiries via email and phone;
- Assist with the coordination of live courses through direct communication with hosting organizations, contract execution, invoicing and payment processing, distribution of course materials, and marketing facilitation;
- Facilitate the approval process for international and conference-based courses including the coordination of logistics for courses that require Society leadership;
- Manage continuing education accreditation by pulling reports and communicating course user data to the accrediting agency;
- Manage course information on integrated websites including updating a live course calendar, creating course registration pages, updating course information and content, and uploading/updating exam questions.

Vendor Coordination

- Select education providers/vendors for program development and management;
- Maintain key relationships for maintenance of online offerings;
- Secure quotes and research the best products to align with programming needs.

Marketing

- Develop an overall education department strategic marketing plan to increase visibility and sales of education products, including social media campaigns, survey administration, electronic and hard copy mailings, creation of newsletter content, and generation of reports for targeted promotional activities;
- Partner with industry societies for product endorsements and cross promotion opportunities;
- Consult with Executive Director and Associate Executive Director on leveraging the public view of the organization.

Committee Leadership

- Collaborate with various committees on educational programming and public relations projects;
- Facilitate meetings with assigned committees including distributing invitations, developing agendas, recording meeting minutes, and managing execution of action items;
- Present dashboards and other education reports to committees, leadership and executive staff on an on-going basis.

Required Travel

- Domestic and international (2-4 times per year)

Desired Qualifications

Association/Society experience preferred.

The successful candidate will have:

- Bachelor's degree from an accredited university preferred. College coursework combined with related experience may be substituted for a degree. Related experience may be substituted as follows: 5+ years related experience;
- Personal Computer literacy skills (Microsoft Office: Word/Excel/PowerPoint/Outlook);
- Ability to communicate effectively through written and verbal communication;
- Ability to effectively work and handle numerous tasks, matters, issues and assignments;
- Ability to produce professional project outcomes with minimal amount of errors; including spelling, punctuation and grammatical errors;
- Ability to set and achieve deadlines;
- Discipline to successfully work without close supervision;
- Ability to develop strong relationships that instill trust and confidence;
- Ability to adapt to changing priorities;
- Ability to perform well under stressful situations;
- Ability to speak publicly;
- Ability to anticipate, create, write and implement operational policies and practices;
- Ability to travel nationally and internationally;
- Ability to stand and walk for long periods of time;
- Ability to work outside standard hours as needed, including evenings and weekends;
- Ability to lift 30 pounds.

About Us

Global Management Partners (GMP) is a full-service association management company (AMC) located in St. Louis Park, MN, providing professional management services to various member organizations. GMP's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

GMP is a progressive organization that focuses on values and supports continuous learning at all levels. We believe that innovation, creativity and exposure to the best practices are essential in order to bring new ideas to our clients.

GMP's Mission: To empower our clients to thrive, grow and advance their missions through long-term partnerships to reach their fullest potential.

GMP's Vision: To make a positive impact globally by sharing our expertise, skills and resources with our partners.

GMP's Core Values: Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

GMP's Position Statement on Diversity: Diversity is an integral facet of the global landscape and is a critical

component to the success of all professions including association management companies (AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.

Visit our website at www.gmpartners.org for further information. We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment.

Email resume and cover letter with salary requirements to Ron Steffens at rsteffens@gmpartners.org. No phone calls please.