THE AMERICAN SOCIETY OF HUMAN GENETICS (ASHG)
Health Professional Education Programs Manager

Reports to: Director of Education
Overview: Develop, manage, and implement genetics education programs for health professionals
Date: March 24th, 2015
Status: Exempt

The American Society of Human Genetics (ASHG), the primary professional membership organization for human genetics specialists worldwide, seeks an individual to help develop, manage, support, and implement educational programs for health professionals. Qualified candidates will have experience in clinical genetics and health education and be self-motivated and able to work effectively in teams and with little direct oversight. They will possess excellent interpersonal, written, and verbal communication skills, a strong understanding of genetics in a clinical setting, the ability to apply principles of adult learning to design educational materials, and proficiency in the use of computers to manage logistics, create new content, and communicate with various constituencies. Strong candidates should demonstrate attention to detail and the ability to multi-task and meet deadlines in a team-oriented, high-energy environment. This position reports to the Director of Education and is full time and exempt. Salary commensurate with experience.

Duties and Responsibilities

Program Design and Management (55%):
- Develops and administers new clinical education programs
- Revises, manages, and implements clinical education programs
- Designs evaluation instruments and analyzes evaluation results
- Manages registration processes for educational meetings and workshops
- Travels to meetings and workshops to help implement educational activities
- Works with outside collaborators and vendors to complete projects
- Promotes ASHG’s education efforts at conferences and events, as needed
- Helps market ASHG’s programs with new audiences
- Collaborates with ASHG information technology staff to contribute creatively to the continuing development of the Education department Website and provides content updates to ensure currency

Program Implementation (35%)
- Manages the implementation of programs at ASHG’s Annual Meeting
- Helps plan, organize, and staff exhibits at clinical society meetings
- Schedules meetings and conference calls with various constituencies involved in clinical education
- Coordinates logistics for offsite workshops (20-50 participants)
- Assists with the travel and accommodations for faculty/staff participating in educational activities

Other (10%)
- Assists with the writing and editing of grant proposals and health education manuscripts
- Assists in obtaining funding and sponsorship in support of clinical education initiatives (e.g., proposal development)
- Maintains databases of members and nonmembers participating in the Society’s clinical education programs
- Maintains email correspondence with participants and members
- Maintains well-organized computer and paper records of all program activities
- Other tasks as needed
Minimum Qualifications

- MS in a clinical science
- 4-6 years of clinical experience with substantial genetics focus
- 3-5 years of experience developing and/or managing health/science education programs, workshops, and meetings
- Understanding of clinical practice and health system operations
- Experience applying adult learning and program design principles to health education
- Strong writing, editing, and verbal communication skills
- Proficiency with Microsoft Word, Outlook, Excel, PowerPoint, Access, SurveyMonkey (or similar)
- Experience with marketing educational programs, including social media
- Ability to work well independently and as part of a team
- Ability to solve problems creatively and to complete work accurately and on time
- Ability to complete multiple tasks within set deadlines
- Ability to travel (5-10 trips per year)

Preferred Qualifications

- Knowledge of program evaluation and basic statistical analysis
- Experience developing online learning materials
- Working knowledge of continuing clinical education credit processes (e.g., CME, CNE, CEU)
- Experience with learning management systems, digital design platforms, HTML, or other Web tools, and or willingness to learn
- Teaching experience