Project Manager, Education Programs

The Association for Molecular Pathology (AMP) was founded in 1995 to provide structure and leadership to the emerging field of molecular diagnostics. AMP’s 2,500+ members include individuals from academic and community medical centers, government, and industry; including pathologist and doctoral scientist laboratory directors; basic and translational scientists; technologists; and trainees.

This is an ideal opportunity for someone with experience in committee and project management and familiarity with life sciences to join a very collegial, fast-paced team environment. The AMP Project Manager for Education Programs coordinates, manages, and supports multiple and diverse programs in the AMP education department to benefit the membership and further AMP’s mission. Reports to the Director, Education Programs.

RESPONSIBILITIES:

- Manages and provides administrative support to committees and its working groups, task forces, and subgroups within the education department. Responsibilities include but are not limited to:
  - Scheduling and preparing for meetings and conference calls
  - Writing and distributing agendas and meeting minutes
  - Maintaining and organizing relevant committee files
  - Managing projects including deadlines from inception to completion
  - Working with volunteers and other staff to implement projects as assigned.
- Manages all Continuing Education accreditation for AMP courses and programs, secures CME/CMLE approval via AMP’s joint providers, and assists with Maintenance of Certification question submission.
- Manages the Annual Meeting abstract submission and review process; instructs and supports the Program Committee to accomplish their review tasks
- Manages training & education collaborations with entities outside of AMP, e.g., other professional associations
- Manages, schedules, records, and conducts logistics for webinars as assigned
- Responds to queries and addresses difficulties submitted via the amp education general e-mail address
- Updates the content of the Education and Awards areas of the AMP website as needed
- Other duties as assigned

SKILLS REQUIRED, in addition to those necessary to accomplish Responsibilities:

- Excellent conceptual, analytical and project management skills. Ability to manage multiple complex to simple projects (both large scale and small scale) with minimal supervision; meet multiple deadlines in a fast-paced environment
- Ability to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance program effectiveness
- Ability to identify issues and potential impacts of circumstances on a project; recommend and implement solutions
- Highly organized, including excellent time management and decision-making ability
• Flexible and highly adaptable to take on new or change priorities
• Excellent communication skills, both written and oral
• Strong interpersonal skills: ability to establish and maintain positive working relationships with others both internally and externally, including volunteers, consultants, customers/learners, and vendors
• Relates well to people with a variety of backgrounds, personalities, and learning styles
• Excellent skills in Microsoft office Word, Outlook, Excel, PowerPoint, adobe products (pdf) required.
• Skills/experience with webinar platforms (e.g., Go to Webinar), online survey software platforms (e.g., Survey Monkey), abstract submission platforms (e.g., Cadmium), and rudimentary HTML a plus

EDUCATION AND EXPERIENCE:
• A college/graduate degree, in life sciences and molecular biology a plus. Extensive relevant experience may substitute for this education requirement.
• 4+ years of relevant experience coordinating and implementing multiple projects simultaneously, preferably in a health / scientific organization.
• Previous experience in educational programs preferred
• Experience with continuing medical education (via ACCME) a plus

ESSENTIAL FUNCTIONS:
• Sitting/standing for a full workday, and at times for longer.
• Extensive use of a computer
• Move throughout and between various offices and meeting locations (hotels and convention centers).
• Routinely lift objects less than 10 lbs.; occasionally lift objects up to 25 lbs.
• Work is primarily performed in the AMP office. Telecommuting up to two days a week may be granted after a transition period (typically one year), but is not guaranteed
• Work may also be required in a venue such as a hotel or other organization’s meeting room, conference, or convention space, possible inclusion of the occasional weekend
• Overnight travel to the annual meeting (up to 7 consecutive days) required; possible overnight travel to 1-3 other meetings (up to 3 consecutive days each); inclusion of weekends may be involved

BENEFITS:
This is a full-time, exempt position. AMP offers competitive salary and excellent benefits, including 403(b) retirement with employer contributions, insurance (medical, dental, vision, life, short- and long-term disability), free parking, and professional development opportunities.
LOCATION:
The AMP office is conveniently located in Rockville, Maryland and is walking distance to Metro and major bus/shuttle lines.

For more information and to apply, visit http://www.faseb.org/employment. Please upload your CV, a cover letter that addresses elements of this job description, and salary requirements.

For information on the Association for Molecular Pathology (AMP), please visit: https://www.amp.org/

AMP is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.