DIGITAL LEARNING 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.

AMP is seeking to hire a Digital Learning Manager, Education Programs. This is an ideal opportunity for someone who has experience working on the back end of complex software platforms and supporting volunteer committees to join a very collegial, fast-paced, team environment. AMP staff are highly self-motivated, enthusiastic, and committed to excellence. The AMP Digital Learning Manager, Education Programs will manage the AMPED™ Learning Management System and work with subject matter experts to develop educational material for multiple and diverse education programs. Reports to the Director, Education Programs.

RESPONSIBILITIES

- Manages and works within the “back end” of the AMPED™ Learning Management System (LMS) (Web Courseworks) to create courses, webinars, post annual meeting recordings, etc.; organizes and maintains the system; performs regular reviews and updates of content; produces and analyzes reports; and addresses end-user questions. Manages the contractor who provides task support.
- Manages the LMS (Web Courseworks) contract.
- Manages webinars: trains speakers, assembles required materials, schedules, and runs webinars.
- Designs, manages, and administers educational programs, primarily digital but some “live”, to enhance the professional development of the members and other identified audiences globally.
- Administrative management: Manages multiple concurrent education projects, including assembling subject matter faculty/working groups, managing timelines, collecting all required documents, and ensuring that project goals and deadlines are met. Also includes scheduling regular meetings, setting agendas, and taking minutes.
- Works with Director, Education Programs, and the volunteer education committee to design digital learning strategies; create learning objectives; and design assessments to measure learning.
- Ensures that digital learning programs comply with continuing education (CME) policies and provides data and data analysis for CME reports.
- Manages, collects, and analyzes data for various educational projects.
- Stays current on adult educational best practices and digital learning technologies.
- Ensures program alignment with AMP education policies and adult education and digital learning best practices.
- Provides necessary content to assist marketing & communications.
- Responsibilities may be modified at any time to fulfill organizational requirements.
SKILLS REQUIRED, in addition to those necessary to accomplish Responsibilities:

- Strong technological skills with the ability to quickly learn new software and adapt and implement the systems to accomplish organizational objectives.
- Strong project management skills with the ability to prioritize and accomplish multiple complex to simple projects (both large- and small-scale); meet multiple deadlines in a fast-paced environment.
- Excellent attention to detail, highly organized, including excellent time management and decision-making ability.
- Ability to quickly learn new skills and information and put them to immediate use.
- Able to quickly change priorities and adapt to change.
- Ability to work independently and is self-motivated to drive projects forward.
- Ability to identify issues and potential impacts of circumstances on a project; recommend and implement solutions.
- Ability to train others on software, including creating and delivering presentations
- Excellent verbal and written English communication skills.
- Strong interpersonal skills to relate to different people with a variety of backgrounds, personalities, and learning styles; establish and maintain positive working relationships with others both internally and externally and maintain a professional demeanor when under pressure.
- Excellent data analysis and data management skills. Ability to use a variety of formula functions in excel a plus.
- General office and technical skills, including, but not limited to:
  - Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
  - Adobe products (PDF file management)
  - Online survey software (e.g., SurveyMonkey, Google forms, or Doodle)
  - GoToWebinar and Zoom, including set up, running, and recording the event, and uploading files to the LMS.

EDUCATION AND EXPERIENCE:

- A college/graduate degree or extensive relevant experience. Degree in the life sciences a plus.
- Experience working within the “back end” of complex software platforms used in education and/or associations required. Specific “back end” experience, e.g., creating courses, within learning management systems, especially Web Courseworks, a plus.
- Experience in digital instructional design, creating educational content, or training adult learners in “live” and/or virtual environments.
- Experience setting up and running webinars required. Experience being an organizer for GoToWebinar a plus.
- Experience with editing websites using rudimentary HTML, editing videos and images (Adobe Suite), and creating SCORM courses (Articulate Storyline) a plus.
- Experience with educational program evaluation and assessment a plus.
- Experience in CME/CE content program development 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 planned 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 1-2 other meetings (typically 2-3 consecutive days); 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 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.