

ENA Open Position

Position Title: Nursing Content Manager
Department: Institute of Emergency Nursing Education
Reports to: Director, IENE
Supervises: Nursing Content Editors

GENERAL SUMMARY

The Nursing Content Manager is responsible for the execution and delivery of ENA educational products in collaboration with key internal and external stakeholders. Manages the work of the nursing content editors to comply with production deadlines, ensuring clinical accuracy, product quality and consistency with ENA mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Accountable for IENE team's project delivery, with project manager(s) and developmental editor, for project management from project inception, throughout the new product development process, to content development, product delivery, product evaluation and product revision.
2. Ensures that educational product content is clinically accurate, evidence-based, and consistent with current practice and other ENA products.
3. Implements an ongoing project management strategy to continually update core products and other deliverables.
4. Oversees the development of educational products, based on educational needs assessment, stakeholder feedback, market research, and other sources of information.
5. Collaborates with instructional design team and all other stakeholders, including marketing and business development, as products are considered for development and revision.
6. Coordinates the IENE team's contribution to educational planning for ENA national conferences and regional meetings, serving as a nurse planner as requested.
7. Manages committee work groups, per ENA's strategic and business plan, interacting with groups in various ways. Develops agendas, materials, and reports, and disseminates information to appropriate individuals and groups. Serves as staff liaison to committees and/or work teams responsible for development/revision of educational products.
8. Assists the Director, IENE with identifying and developing strategic initiatives related to educational products.
9. Empowers employees to take responsibility for their jobs and goals. Delegates responsibility and expects accountability and regular feedback.
10. Collaborates with ENA Human Resources for the recruiting, onboarding, retention, professional development and performance management of staff.

11. Contributes to the workplace culture that is consistent with the association's culture statement and emphasizes the mission, vision and values of the organization.
12. Displays a high level of accountability, taking responsibility for individual actions and the impact on the organization. Views oneself as a reflection of the organization by following through on commitments and accepting ownership.
13. Performs additional related duties as required or assigned.

QUALIFICATIONS

Required:

- Master's Degree in nursing with a relevant clinical focus
- Registered nurse; with recent experience working as an emergency nurse, nurse practitioner and/or clinical nurse specialist
- Management experience, including staff and project management oversight
- Experience developing and evaluating nursing education

Desired:

- ENPC or TNCC faculty
- Project management experience
- Association experience

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Exceptional collaborative communication and interpersonal skills
- Team oriented, and able to work independently
- Effective organizational, analytical and critical thinking skills
- Ability to exercise high level of discretion, creativity and independent judgment
- Excellent leadership skills
- Ability to assimilate and role model the association's collaborative culture
- Ability to prioritize multiple and varied tasks within established deadlines
- Computer proficiency in Microsoft Office, including Word, Access and Excel; Power Point
- Strong attention to detail with a commitment to quality project execution
- Ability to interface with staff and external relationships in a timely, professional manner, and with excellent customer service

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate verbally and in writing in an exchange of information; collect, compile and prepare work documents; set-up and maintain work files, participate in meetings. Use of the computer, with repetitive motion, is approximately 80% of time.

WORKING CONDITIONS

Majority of work is performed in a general office environment. Position occasionally requires availability for extended hours and/or non-traditional hours to perform job duties. Occasional travel may be required

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.