Why You Want to Work at Emergency Nurses Association…
Here at ENA, our mission is to advance excellence in emergency nursing. As the leading global emergency nursing resource, we have an engaged, motivated staff that drives our mission every day – and we are looking for the next great team member.

Are you looking for an opportunity to contribute your excellent communication and organizational skills? ENA is looking for an Education Coordinator, ANCC responsible for supporting the day to day functions associated with ENA’s ANCC accreditation program. This position will be responsible for providing support to internal customers (ENA staff) and external customers, initial intake of accreditation applications, and provide administrative support to the accreditation unit.

A typical day in the life of Education Coordinator, ANCC:
- Coordinates the day to day operating functions associated with ENA’s ANCC Accreditation, including but not limited to member service via phone and e-mail, and maintenance of compliance resources, documentation, guidelines, and communication.
- Compiles and documents data needed for the key accreditation reports including ANCC Annual Report, internal reporting for both approver and provider units, and quarterly quality assessment reporting.
- Reviews post course documentation for compliance within the Approver and Provider Units. Monitors compliance of all approver unit post course documentation in accordance with CNE guidelines.
- Updates and maintains resources, documentation, guidelines and communication materials for ENA Nurse Planners to ensure awareness and adherence to ANCC guidelines, in collaboration with the contract Lead Nurse Planner.
- Point of contact for all Continuing Nursing Education applications, additionally performs quantitative reviews on all CNE application submissions prior to Nurse Peer Review Leader’s review.
- Works directly with the contract Lead Nurse Planner to ensure proper preparation, implementation and post-implementation of ENA’s educational products.
- Supports the key administrative needs for TNCC/ENPC including the annual Conflict of Interest process ensuring instructors in compliance and the servicing all TNCC/ENPC verification card requests.
- Collects and files all required post-course documentation for approver and provider unit activities.
- Serves as administrative liaison to the Peer Review Committee, to include but not limited to conference call scheduling, meeting logistics, agendas and minutes.
- Builds and maintains effective working relationships with cross-departmental and with ENA’s members, providing exceptional customer service and problem-solving.
- Contributes to the workplace culture that is consistent with the association’s culture statement and emphasizes the mission, vision, and values of the organization.
- 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.
- Provides occasional backup coverage for the other coordinators in the division as needed.
- Performs additional related duties as required or assigned.
**Education and Experience:**
- Bachelor’s degree or equivalent combination of education and experience
- Minimum of 1 to 2 years of relevant experience
- Computer proficiency in Microsoft Suite of Products
- Strong customer service and communication skills, both written and verbal
- Excellent organizational skills, including the ability to prioritize multiple and varied tasks within established deadlines

**It’s a Plus If:**
- Association experience
- Accreditation experience

**We’ll Support You at Work and Home**
ENA provides a wide array of competitive benefits to employees. We offer several choices including many employer-paid and voluntary benefits designed to give you the flexibility to meet your individual or family’s financial and healthcare needs.

Additionally, we have work-life programs to help support our diverse employee population. These programs provide staff with a flexible work environment while meeting the needs of ENA. Programs include our employee assistance program, work at home arrangements, flexible schedules, and other opportunities to participate in a variety of healthy lifestyle activities.

**Benefits**
- Medical, dental, and vision insurance, company matching 401(k)
- Robust time-off package, including 8 paid holidays
- Career Development Opportunities
- Tuition Reimbursement
- Parental Leave

**What Makes a Good Match for Emergency Nurses Association**
Compassion and excellence go together with ENA. Having a positive outlook and a strong sense of integrity is in perfect step with our mission, vision, and core values, by creating a culture and climate of mutual respect, inclusivity, and equity. We are also collaborative and encourage learning through inquiry. If this sounds like a fit for you, **APPLY NOW** at Jobs@ena.org #WorkAtENA

*We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*