



JOB DESCRIPTION

Position Title: Education Project Manager
Department: IENE
Reports to: Interim Reporting to Chief Development Officer
Supervises: Education Coordinator

GENERAL SUMMARY

The Education Project Manager oversees the educational components and faculty coordination for all national and regional conferences and all associated products as part of a collaborative cross-functional team. This role will also oversee the abstract submission and related processes for poster sessions and will provide project management oversight for selected educational projects as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides project management for educational components of selected educational initiatives, such as annual conference, conference on demand and regional conferences, including development of project and communication plans and timelines for deliverables.
2. Manages the process ENA employs in obtaining and delivering content including calls for proposals, the development of the educational blueprint for traditional and innovative conference sessions, including exhibit hall education, in collaboration with the Education Planning Committee, Meeting Services, and other stakeholders.
3. Manages all conference educational session information including course content, the course evaluation process and CNE coordination in collaboration the Lead Nurse Planner and Education Coordinator.
4. Provides oversight for the abstract submission process for research posters in collaboration with research staff.
5. Partners with Meeting Services to ensure course content is fully integrated in all conference resources, including all digital deliverables. This includes the integration with the content management system and the dissemination of appropriate course content information with the Marketing and PR/Communications teams.
6. Manages all conference faculty relationships and communications, including faculty expectations, paperwork compliance, and management of the faculty database.
7. Serves as the primary staff liaison to the Education Planning committee, ensuring that all educational conference elements are on-time, within scope and consistent with budgeted resources.

8. Participates on the Conference Planning Core Team, serving as a key partner and contributor as it pertains to the educational content for programs and events. This includes the participation in site visits to determine effective space planning and utilization.
9. Ensures comprehensive project documentation, as well as standard operating procedures for conference education and other deliverables, with a focus on continuous improvement.
10. Facilitates the dissemination of conference content through collaboration with internal and external stakeholders in the development of innovative conference-related products.
11. Empowers employees to take responsibility for their jobs and goals. Delegates responsibility and expects accountability and regular feedback.
12. Collaborates with ENA Human Resources for the recruiting, onboarding, retention, professional development and performance management of staff.
13. Contributes to the workplace culture that is consistent with the association's culture statement and emphasizes the mission, vision and values of the organization.
14. 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.
15. Performs additional related duties as required or assigned.

QUALIFICATIONS

Required:

- Bachelor's degree or an equivalent combination of education and experience
- Minimum of 5 years of experience in Project Management
- Experience in planning and implementing continuing education programs and professional development activities
- Experience with content management, abstract and evaluation systems

Desired:

- Association experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent organizational and analytical skills; ability to work under pressure with short deadlines
- Excellent collaborative communication and interpersonal skills, with a demonstrated commitment to customer service
- Detail oriented; ability to follow instructions and to ask questions for clarification
- Team-oriented
- Uses logic and methods to solve problems with effective solutions; applies a proactive approach to problems and communicates as appropriately with supervisor
- Ability to prioritize multiple and varied tasks within established deadlines, with minimal supervision
- Computer proficiency in Word; data base systems including Access and Excel; Power Point

- Ability to interface with staff and external relationships in a professional manner

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. Occasional travel is required. Use of the computer, with repetitive motion, is approximately 80%.

WORKING CONDITIONS

Majority of work is performed in a general office environment. (Position occasionally requires availability for extended hours with advance notice, to perform job duties. That budgeted overtime is paid for hours greater than 40/week.)

To formally apply please submit your cover letter and resume to Jobs@ena.org

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.