



ENA Open Position

Position Title: Education Coordinator
Department: Education
Reports to: Education Project Manager
Supervises: None

GENERAL SUMMARY

The Education Coordinator is responsible for supporting the day to day functions associated with ENA's ANCC accreditation, as well as providing project coordination to support the execution of ENA's national and regional conferences.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates the day to day functions associated with ENA's ANCC accreditation, including but not limited to member service via phone and e-mail, paperwork compliance, procedure development and maintenance, and financial batch processing.
2. Compiles data throughout the year for ANCC Annual Report and internal reporting for both approver and provider units.
3. Reviews post course documentation for compliance within the Approver and Provider Units.
4. Updates and maintains resources, documentation, guidelines and communication materials for ENA Nurse Planners to ensure awareness and adherence to ANCC guidelines, under the direction of the Lead Nurse Planner.
5. Assists with all conference faculty relationships and communications, including faculty communication, paperwork compliance, and management of the faculty and abstract databases.
6. Serves as administrative liaison to the Peer Review Committee, Education Planning Committee and other committees, to include but not limited to conference call scheduling, meeting logistics, agendas and minutes.
7. Contributes to the workplace culture that is consistent with the association's culture statement and emphasizes the mission, vision and values of the organization.
8. 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.
9. Performs additional related duties as required or assigned.

QUALIFICATIONS

Required:

- Bachelor's degree or an equivalent combination of education and experience
- 3-5 years of experience as an administrative assistant supporting project and program execution
- Experience with online database programs

Desired:

- Association experience
- Experience with an accreditation program

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- 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
- Personal leadership skills
- Ability to assimilate and role model the association's collaborative and' culture
- Ability to prioritize multiple and varied tasks within established deadlines
- Computer proficiency in Microsoft Office, including Word, Access and Excel; Power Point

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 may be required. Use of the computer, with repetitive motion, is approximately 80%. More detail is available from Human Resources

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.