We’re a Little Different

Here at ENA, our mission is to advocate for patient safety and excellence in emergency nursing practice. We are the global emergency nursing resource where engaged, motivated staff are critical to our mission.

ENA is looking for a motivated, team driven, eLearning Manager to join our ENA team! The eLearning Manager is responsible for effective development and delivery of eLearning programs, including overall project management and system management.

Position Responsibilities Include:

- Manages all aspects of ENA’s Learning Management System, ensuring that courses and programs are loaded into the Learning Management System (LMS) and functioning appropriately.
- Monitors enrollments and attendance of programs within the LMS and collaborates with Information Technology for system effectiveness.
- Seeks innovative solutions to leverage the LMS platform and mobile technology during the program design phase and workflow to optimize experiences for ENA learners.
- Leverages emerging educational and instructional technologies that bring innovative and creative approaches to the design of online courses.
- Manages front-facing course description and language on ENA’s website.
- Report, track, and respond to technical issues in collaboration with ENA’s LMS vendor using project management tracking solutions.
- Collaborates with content development to create program evaluations that help assess education value, identify learning gaps, and enhance user experience.
- Collaborates with the Director of Content Development and the Marketing Department to promote eLearning programs.
- In partnership with the Director of Content Development, collaborates across departments and with other stakeholders to explore key product features, sales focus, competitive analysis, and pricing recommendations as a component of the new product development process.
- Strategically builds and maintains relationships with vendors.
- Accountable for regular reporting of eLearning course’s statistical data.
- Provides leadership and oversight to the eLearning team (instructional designers and eLearning coordinator). Facilitates and expects accountability and regular feedback.
- Empowers employees to take responsibility for their jobs and goals. Delegates responsibility and expects accountability and regular feedback.
- Collaborates with ENA Human Resources for the recruiting, onboarding, retention, professional development and performance management of staff.
- 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.
- Performs additional related duties as required or assigned.
The ideal candidate will have the following requirements and demonstrated experience:

**Required:**
- Bachelor’s degree in Business or related discipline or equivalent combination of education and experience.
- Minimum of 5 years’ experience with Learning Management Systems and eLearning Program Development.
- Demonstrated experience with implementing and managing Learning Management Systems.
- Project Management Experience.
- Management Experience with Leadership Qualities

**Desired:**
- Association experience
- Healthcare Experience; i.e. medical writing, editing, curriculum development, instructing.
- Strong technical skills and online knowledge
- Excellent organizational skills
- Excellent collaborative communication and interpersonal skills
- Detail-oriented with an ability to work independently
- Ability to exercise a high level of discretion, creativity, and independent judgment
- Team-oriented
- Ability to prioritize multiple and varied tasks within established deadlines
- Computer proficiency in Microsoft Suite of Products
- Ability to interface with staff and external relationships in a professional manner

**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.

**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

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.