



DECEMBER 2018

Program Manager, Educational Programming

Overview

Are you someone who is passionate about both health care and education? At the Physician Assistant Education Association (PAEA), we are committed to transforming PA education and health care by leading and serving the PA educational community. As the national leader in PA education, the Association delivers a large array of educational resources, products, and services specifically designed to meet the emerging needs of PA programs. Women, minorities, and people with disabilities are strongly encouraged to apply.

The Association is currently looking for a **Program Manager** for PAEA's online and face-to-face educational programs. The program manager will be responsible for managing PAEA's various educational programs and meetings, as assigned, including the annual Education Forum, various workshops, and regional education meetings. The program manager will work closely with key administrative leaders within the Professional & Organizational Development team, as well as other key staff across the association, to plan and execute high-quality educational programs. Ideal candidates will have significant experience ensuring projects and initiatives are delivered professionally, on time, and within the scope and budget. Moderate travel throughout the year is required with this position. This position is a non-supervisory role, and reports to the Senior Director, Educational Programming. This position could be either remote or work out of our office in Washington, DC.

Responsibilities

- Managing and coordinating all aspects of the planning, development, and execution of their assigned portfolio of PAEA educational programming.
- Facilitating high level conversations with multiple stakeholders, guiding discussions to reach concrete decisions.



- Mapping out and defining dependent tasks or projects that must be completed in order to successfully implement and deliver high-quality learning experiences within their portfolio.
- Developing and implementing processes, procedures, and schedules for meeting project deliverables and Association needs.
- Creating, tracking, and managing program budgets.
- Developing program timelines and managing them to ensure successful completion of projects.
- Working with key staff to manage any event logistics, as needed, including: site selection, vendor negotiation, event registration, onsite staffing, transportation, abstracts, supplies, and speaker management.
- Working with relevant stakeholders to ensure educational programs and events logistics are executed on time and within budget.
- Assessing and providing regular evaluations of educational programs within their portfolio, using data for continuous program improvement.
- Must be willing to travel throughout the year, as needed.

Desired Skills & Experience

- Bachelor's degree required
- Minimum three years' experience in program management, ideally with meeting planning, event logistics, and program evaluation planning
- Excellent organizational skills, able to meet and manage multiple deadlines
- Strong proficiency with Microsoft Office required
- Effective, error-free written and verbal communication
- Stellar interpersonal and member service skills
- Ability to be a self-starter, independent problem solver, forward thinker, and a team player
- Knowledge of distance learning and using learning management systems highly desirable
- Program evaluations highly desirable
- Project management certification highly desirable

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