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.

The Association is currently looking for a **Project Coordinator** for PAEA’s educational programs. The ideal candidate will be a highly motivated, enthusiastic, and detail-oriented individual who is passionate about developing high-quality educational events for PA faculty. The Project Coordinator will work closely with the Educational Programming team to support with planning, coordinating, and implementing high-quality educational programs for PAEA’s members, serving as a key driver in advancing the team’s goals.

The ideal candidate will be extremely organized and able to focus on a wide range of assignments simultaneously. The Project Coordinator will have experience supporting and working collaboratively with various groups of individuals at all levels, both internally and externally, to ensure performance and quality standards as well as the ability to thrive in a fast-paced and demanding environment driven forward time-sensitive critical projects. The ability to travel to events as necessary 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, D.C.

**To be successful in this position, candidates must possess the following competencies and qualities:**

- Quickly adapt when changes arise
- Work in partnership with a growing and changing team
- Strong project management skills and the ability to manage multiple complex projects with overlapping timelines
- Ability to relate in meaningful ways to a wide variety of stakeholders, including the habit of active listening
• Ability to work individually and as part of a high functioning team
• Ability to communicate effectively, both in writing and verbally
• Ability to facilitate virtual (phone and videoconference) and in-person meetings
• Ability to work with a variety of people with differing work styles
• Ability to anticipate and adjust accordingly
• Driven to get things accomplished
• Ability to respond professionally under pressure
• A sense of urgency for goal achievement
• Exceptional attention to detail
• Personal qualities of integrity, credibility, and a commitment to and passion for mission-oriented work

Primary responsibilities include:
• Coordinating multiple overlapping projects to support the planning and execution of educational programs, as assigned, including the annual Education Forum, various workshops, and regional educational meetings
• Serving as the initial point of contact for questions about PAEA’s educational programming offerings
• Scheduling calls and meetings with relevant stakeholders
• Capturing detailed notes and minutes, and ensuring follow up as needed, including actionable items
• Supporting project plans and documenting important information and milestones
• Coordinating event logistics and providing logistical support
• Coordinating and executing communications with internal and external stakeholders providing proactive high-quality customer service
• Assisting with the development and maintenance of relevant project budgets
• Assisting with building and monitoring event registration where appropriate
• Applying and reconciling information for Continuing Medical Education (CME) credits for events as well as ensuring attendees receive CME certificates
• Obtaining, preparing, and shipping meeting materials where needed
• Working in partnership with research staff to develop meaningful and appropriate evaluations for continuous program improvement
• Coordinating and supporting exhibitor and sponsorship management for events
• Coordinating and executing all other assigned educational programming and projects
• Providing support for the Educational Programming team
• Providing on-site support at events as necessary
Required qualifications:

- 1-2 years of relevant experience
- Proven experience in project management
- Strong proficiency with Microsoft Office (Word, Excel, PowerPoint) and Adobe Acrobat Pro
- Ability to travel to events as necessary

Preferred qualifications:

- Bachelor’s degree in project management, education, or a related field
- Proficiency with Cvent or other registration management programs
- Project management training or certification

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