



JANUARY 2021

Program Manager, Educational Programming

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 **Program Manager** for PAEA's online and face-to-face educational programs. The ideal candidate will be a highly motivated, self-starter who is passionate about developing high-quality educational events for PA faculty. 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.

To be successful in this position, candidates must be able to do the following:

- Quickly adapt when changes arise
- Cultivate meaningful relationships between and among volunteers and members
- Work in partnership with a growing and changing team

Candidates must also possess the following competencies and qualities:

- Strong project management skills and the ability to keep multiple complex workstreams on track
- Excellent organizational skills, able to meet and manage multiple deadlines
- 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 facilitate meetings
- Ability to design effective meetings
- Ability to communicate effectively
- Ability to work across a variety of people and 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
- Excellent verbal and written communication skills with exceptional attention to detail
- Personal qualities of integrity, credibility, independent problem solver, forward thinker, team player, and a commitment to and passion for mission-oriented work, outgoing, poised, and persuasive communication style

Primary responsibilities include:

- 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.



- Gathering and analyzing relevant information and data to make decisions that advance the mission and meet the needs of members.
- Working with key staff to manage any event logistics, as needed, including site selection, vendor negotiation, event registration, onsite staffing, transportation, abstracts, call for proposals, supplies, and speaker management; if the event is virtual the same event logistics apply.
- Working with relevant stakeholders to ensure educational programs and events logistics are executed on time and within budget.
- Working with our outsourced meeting partners (ConferenceDirect) to plan and execute educational meetings and events (both online and in-person as needed).
- Corresponding and responding to member inquiries.
- Building and monitoring event registration where appropriate.
- Managing and coordinating exhibitor & sponsorship management for events.
- Applying for Continuing Medical Education (CME) credit for events and ensuring attendees receive CME certificates.
- Preparing & shipping meeting materials.
- Working in partnership with research staff to develop meaningful and appropriate evaluations for continuous program improvement.

Required qualifications:

- Bachelor's degree in project management, education, or a related field
- Strong proficiency with Microsoft Office
- Ability to travel to events throughout the year, as needed

Preferred qualifications:

- Knowledge of distance learning and using learning management systems highly desirable