



JANUARY 2021

# Program Coordinator, Educational Programming

Are you someone who is passionate about health care and education? The Physician Assistant Education Association (PAEA) is 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. Currently, the Association is seeking a program coordinator to join our education programming team. This position can be based remotely or in our office in Washington, DC.

The Program Coordinator, Educational Programming will handle a broad portfolio of administrative and operational tasks related to our commitment to supporting our members through PAEA's educational programming. This position reports directly to the Chief of Educational Development and will spend their time supporting both virtual and in-person professional development programming. The Program Coordinator will work closely with all members of the Educational Programming team and will assist members with registration, with promotion of online events, with analysis of evaluation data for future program planning, and will assist with supporting volunteer groups.

## **Specific Responsibilities**

- Works with the Director of Educational Programming to
  - monitor the workshops inbox and respond to answer general questions,
  - assist members with registration and payment as needed,
  - schedule facilitator meetings, compile and organize data from facilitators and workshop attendees,
  - submit and track honoraria payments and CME application and reconciliation data,
  - assist with evaluation survey creation, updating, and basic report generation.



- Works with Director of Educational Programming to
  - coordinate virtual workshops by setting up workshop content and adding participants in the Digital Learning Hub and Learning Management System (LMS),
  - meet with workshop facilitators for videoconference rehearsals,
  - support live virtual workshop sessions,
  - compose and send regular communications to workshop facilitators and attendees.
- Works with the Director of Educational Programming to coordinate in-person workshops by
  - providing on-site support to facilitators and attendees as needed
  - monitoring and verifying set-up, registration/check-in, catering, and a/v.
- Other duties as assigned.

### **Qualifications, Skills & Experience**

- At least 1 year of experience providing administrative support to a team
- Demonstrates a strong commitment to teamwork
- Attention to detail and ability to review/proof-read content for accuracy
- Flexibility and ability to adjust to changes
- Strong customer service skills
- Ability to learn new software/technologies quickly
- Professional verbal and written communication
- Professional on-camera and in-person presence
- Proficiency with Microsoft Outlook, Word, PowerPoint, Excel
- Proficiency with Zoom or other videoconferencing program
- Experience supporting live virtual events

### **Preferred Skills & Experience**

- Experience setting up courses/events in Learning Management Systems
- Experience with Qualtrics (or other survey software such as Wufoo)
- Experience with CRM software such as Salesforce
- Experience with Fonteva, Cvent, or other registration system software
- Project management experience related to events/courses/educational programs
- Experience with project management program (MS Project, Asana, etc.)