
Education Project Coordinator

Department: Education

Reports to: Manager, Digital Learning

The Society of Hospital Medicine (SHM) is a national non-profit organization, representing over 17,000 hospitalists and the patients they serve. Hospital medicine is the fastest growing medical specialty in modern healthcare, focused on the delivery of comprehensive medical care to hospitalized patients. SHM is dedicated to promoting the highest quality care for all hospitalized patients and overall excellence in the practice of hospital medicine through quality improvement initiatives, diverse education offerings, advocacy and research.

SHM's home office is located in Philadelphia's vibrant Spring Garden neighborhood, just north of Center City, near both parking and public transportation. SHM's culture embraces collaboration, innovation and a strong entrepreneurial spirit. Successful employees are comfortable with rapid change within healthcare, proactively solve problems, enjoy a fast-paced approach and thrive on interacting with diverse teams.

SHM's employees drive strategic growth, program management and customer service across the organization by creating and sustaining innovative, member-centric programs across its key program areas. These including SHM's live and digital educational offerings, practice management initiatives, advocacy efforts and more. In addition, SHM's unique Center for Quality Improvement drives improved patient care by spreading evidence-based quality improvement interventions and developing leadership skills and knowledge through key partnerships with national organizations, foundations and industry.

JOB SUMMARY

The Education Coordinator provides overall support for the Education Department products and meetings, with primary responsibility for managing content update timelines, liaising with content creators, faculty management, and general project management. This position also provides support for e-learning customer service. The ideal candidate is very comfortable with computers and new software tools, works well with high level volunteers, has strong project management skills and possesses a willingness to take on new projects and responsibilities.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Serves as primary staff responsible for e-learning module timelines, tracking content expiration dates, and working with authors to update and renew content where applicable

- Work with authors to drive timelines for written content as well as collect and file essential paperwork
- Support Education Project Manager in creation of new courses and projects
- Manage the ABIM Maintenance of Certification approval process for new content
- Work with committees and staff to virtualize SHM meetings, including the Annual Meeting.
- Serve as support staff for reporting and customer service for live education events and e-learning
- Work independently and within a team on special nonrecurring and ongoing projects; respond to requests on own initiative and drive timelines and deadlines
- Support committees'/task groups as assigned, managing the development of projects in support of Education Committee and e-learning initiatives
- Adhere to and promote SHM's values by performing respective duties in a manner that supports and contributes to the achievement of SHM's goals
- Maintain positive relationships with SHM members and external vendors
- Perform other related duties and assignments as required

QUALIFICATIONS

Required

- Bachelor's degree
- 2-5 years of work experience
- Experience organizing and maintaining files for complex projects
- Ability to prioritize workload to meet deadlines while being flexible
- Organizational skills and continual attention to detail
- Friendly, personable demeanor with flair for relationship management
- Proficiency with MS Office applications
- Creativity, intellectual curiosity, and "out of the box" thinking to improve processes and innovate new solutions

- Ability to prepare and edit documents, research, and compile information.
- Effective verbal, interpersonal and written communication skills, including excellent grammar and editing skills
- Strong work ethic and willingness to take ownership for wide-ranging responsibilities
- Desire and ability to work creatively as part of a team and independently

Preferred

- Familiarity with eLearning authoring
- Experience with Learning Management Systems

SHM is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, ethnicity, religion, sexual orientation, national origin, age, physical or mental disability, or veteran status. SHM offers full-time employees a very competitive benefits package.

Interested candidates should send a resume and cover letter including salary requirements to:
hr@hospitalmedicine.org