

Job Description

Title: Continuing Education Program Manager

Classification: Exempt

Reports to: JoAnne Spitale, Director of Conferences and Events
jspitale@dmecc.org

General Summary: Under the direction of the Director of Conferences and Events, the Continuing Education Program Manager will serve as DMEC's point person and lead subject matter expert in the development, management and delivery of educational programming for our continuing education programs and events (Conferences, webinars and regional events). The Program Manager will work closely with the Director and other DMEC staff on project planning and on individual program development and implementation for conferences, webinars and regional workshops.

This position will ensure that our existing continuing education events are highly relevant and continuously improving.

Essential Duties and Responsibilities

- Work closely with staff, sponsors, members and customers to design top of mind educational content appropriate for DMEC events
- Build relationships within our industry to further the development of our continuing education programs.
- Identify relevant and trending topics within our industry and recruit subject matter experts to develop and present on these topics.
- Manage event project timelines and work collaboratively with relevant departments to ensure completion of project milestones and deliverables.
- Assist with the creation of promotional copy for use in all continuing education event marketing materials, including website content, email promotions, and print pieces.
- Assist with onsite education program activities at events where appropriate and necessary.
- Fulfill other duties as assigned by the Director of Conferences and Events and/or the CEO.

Annual Conferences

- Under the direction of the Director of Conferences and Events, lead the content management of the conference proposal submission process for DMEC's conferences.
- Serve as Chairperson of DMEC's Programming Committees, taking the lead in identifying and developing timely and relevant educational sessions for DMEC's two annual conferences.
- Collaborate and assist DMEC's national sponsors, and others where appropriate, on development of their proposal submissions.
- Solicit and coordinate speakers as appropriate.

Webinars

- Manage Online Events Administrator position responsible for the scheduling the technical aspects in the association management system and conducting the webinar events.
- Works with CEO to identify sponsors, select dates and topics
- Identify timely and relevant topics for more than 25 webinars per year.
- Works with webinar sponsors and presenters to identify topics and assist with content development.

- Solicit and coordinate speakers as appropriate.
- Serve as host and online moderator for webinars.

Regional Workshops

- Responsible for the development and selection of topics, speakers and certifications offered for each regional workshop with assistance from Education and Events Coordinator and volunteer advisory committee.
- Assist Education and Events Coordinator as needed with development of workshops to include working with the volunteer advisory committee to identify location, topics of interest, local speakers, etc.

Continuing Education Certification

- Review all continuing education credits to determine qualification for DMEC's in-house certification programs.
- Assist as needed with the development and implementation of new certification programs to include DMEC's in-house certification programs and certification programs outside of DMEC.
- Assist the Education and Events Coordinator with management of event certifications as needed.

Knowledge and Skills

- 5 + years' experience in the development and/or administration of Absence Management programs. Knowledge of Workers' Compensation (WC), Short Term Disability (STD), Long Term Disability (LTD), Absence Management, Stay at Work (SAW) and Return to Work (RTW) programs.
- High level of expertise in FMLA and ADA legal mandates, and administration of these responsibilities within employee leave management programs.
- Experience developing and managing educational programming content.
- Familiarity with professional certification. The ideal candidate will have one or more of the following (or similar) certifications: CPDM, CDMS, CRC, CCM, CCMP, ADMS, S/PHR, SHRM-CP, SHRM-SCP, CEBS, ARM.
- Highly developed writing skills.
- Public speaking skills.
- Experience in working with volunteer boards and committees.
- Proficient decision making, project management, problem solving and time management skills.
- Proficient using Microsoft Office Suite applications, including PowerPoint and Excel.
- Self-starter with excellent administrative and organizational skills who is capable of multi-tasking and who is adept at managing his/her own time and working with minimal supervision as part of a virtual team.

Supervisory Responsibilities

This position will supervise the fulltime Online Events Administrator position.

Work Location – Home Office

- All DMEC staff work remotely. The person filling this position is required to provide a separate and private home office area, free of household noises and distractions. The incumbent must have access to reliable high speed internet service, landline telephone, and cell phone service. DMEC provides necessary office equipment, including a computer and printer, and reimburses reasonable home office expenses.

Travel Requirements

- The bulk of the work is normally performed in the individual's home office in a virtual work environment. However, occasional travel is required to attend conference events, staff meetings, and for other purposes involving travel and overnight stays away from home which generally last from 2-4 days, 5-8 times per year.