

EDUCATION PROJECT MANGER

The Education Project Manager provides primary staff support in the overall planning, implementation, and evaluation of the scientific program for IASP's live and virtual meetings including the biennial World Congress on Pain. The manager collaborates with subject matter experts in developing and implementing live and live virtual educational activities including working closely with the World Congress Scientific Program Committee. The Education Manager will develop and/or update the policies, procedures, and timelines needed to effectively manage live and virtual education.

Essential Functions/Responsibilities

Works collaboratively with IASP staff, volunteer members, and outside vendors to deliver IASP's live and virtual meetings. Specific responsibilities include:

- Functioning as the primary liaison to the World Congress Scientific Program Committee and other content planners; management includes rosters, meeting schedules, creation of agendas, minutes, and materials for conference calls and in-person/online meetings.
- Handling programmatic planning and management components relative to the preparation of each activity, including document preparation, work plan/timeline development and management, budget development, etc.
- Managing all aspects of the abstract submission process for World Congress including Master Classes, Hands-on-Workshops, SIG Symposia, Topical Workshops, and Posters.
- Overseeing all faculty and moderator scheduling and management; coordinate communications and speaker logistics leading up to, during, and after the event.
- Overseeing and managing program data, including evaluation, website, and mobile app in conjunction with marketing and events.
- Reviewing educational copy for marketing materials and online content as needed.
- Answering event questions and general inquiries via email boxes, as well as telephone calls.
- Working with an outside organization to accredit specific activities including World Congress.
- Performing other job-related duties as assigned.

Supervisory Tasks

- No direct supervision of internal staff.

Position Requirements

- Bachelor's degree in related field required.
- A minimum of 3 years program management experience with a medical or health care association preferred.
- Experience producing live virtual activities preferred.
- Excellent organizational, analytical, and project management skills. Ability to work independently, accurately, and productively with administrative tools and equipment. Attention to detail is critical.
- Excellent interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of CME/ACCME requirements preferred.
- Highly organized with strong computer skills, including Microsoft Office programs. Familiarity with abstract submission systems preferred.
- Willingness to travel internationally.
- This is a hybrid position.

TO APPLY: Please send a cover letter and current resume to Traci Butler at office@iasp-pain.org