Position Opening: Health Professional Education Programs Manager

The American Society of Human Genetics (ASHG), based in Bethesda, MD, is the largest professional membership organization for human genetics specialists worldwide. As part of its new strategic initiatives, ASHG seeks an individual to help develop, manage, support, and implement educational programs for health professionals. This position will support the work of the education department and Information and Education Committee. Duties include:

- Develop and administer new clinical education programs in genetics
- Revise, manage, and implement clinical education programs at ASHG’s annual meeting and elsewhere
- Design evaluation instruments and analyze evaluation results
- Manage registration processes for educational meetings and workshops
- Travel to meetings and workshops to help implement educational activities
- Work with outside collaborators and vendors to complete projects
- Provide support for ASHG educational program promotion and marketing efforts with new audiences, including planning, organizing, and staffing exhibits and events at clinical society meetings
- Coordinate logistics for program implementations

Applicants must have at least a master’s degree in a clinical science, 4-6 years of clinical experience with substantial genetics focus, and 3-5 years of experience in health/science education. Qualified candidates will be self-motivated, able to work effectively in teams and with little direct oversight, will possess excellent interpersonal, written, and verbal communication skills, and will have experience applying adult learning principles to the design of educational materials. Proficiency with computers to manage logistics, create new content, and communicate with various constituencies is essential. Strong candidates should demonstrate attention to detail and the ability to manage priorities and meet deadlines in a team-oriented, high-energy environment. Teaching experience a plus. This position reports to the Director of Education and is full time and exempt. Qualified genetic counselors and nurses are strongly encouraged to apply. Travel is required (5-10 trips per year). Salary commensurate with experience.

Excellent benefits include health insurance and a 403(b) pension plan. For a detailed job description, please visit: http://www.faseb.org/About-FASEB/Employment-Opportunities.aspx. Applications will require a cover letter, resume, list of references, and salary requirement.

EOE

www.ashg.org