**Continuing Education Manager**

Would you like to put your adult education skills to work in a place that is meaningful to our association membership? Do you have a passion for developing unique content on a wide variety of platforms including live, web based and self study programming? Do you enjoy gathering information and creating interesting, exciting content that can inspire and engage diverse audiences? If so, the American Dental Hygienists’ Association (ADHA) has an exciting potential opportunity for you.

The ADHA’s Continuing Education Manager aids the education division in planning, developing and executing content for the organization’s numerous programs, as well as working in concert with other divisions and stakeholders to help execute the association’s mission and vision. From initial development to final delivery, you are responsible for coordinating with our faculty for both live and distance education curriculum.

Specific responsibilities associated with this position include:

- Proactively manage all aspects of assigned programs (i.e. Center for Lifelong Learning annual CE sessions, eLearning Program, certificate program)
- Manage the development and implementation of online program development tools (i.e. abstract management system, session recordings) and processes
- Manage budget for assigned programs working to ensure fiscal responsibility, and ultimately program profitability
- In partnership with research, manage the evaluation of assigned programs and ensure survey reports are created, distributed, and assessed for implementation
- Support assigned task forces and workgroups by coordinating meetings, calls and writing meeting notes
- Conduct research and competitive analyses for developing and growing assigned educational programming that supports the division content strategy

Qualified applicants will be motivated self-starters, innovate and decisive. This position requires strong project management, teamwork, and the ability to multitask the coordination of several programs at one time. Association experience is a plus.

The ADHA is a national, professional not-for-profit association representing the interests of more than 185,000 registered dental hygienists. At the ADHA our mission is simple; we are committed to contributing to the advancement of the dental hygiene profession as we lead the transformation of dental hygiene into the next 100 years.
Located on Michigan Avenue, we are easily accessible to all Chicago has to offer. We provide our employees a competitive compensation package that reflects our organizational values, culture and mission. We value highly committed, talented employees who seek a high-performing, team-oriented, mission-driven work environment. Our compensation structure is based on a total rewards model, pairing competitive benefits and salaries with meaningful and significant work content, a supportive environment, and work/life flexibility. The compensation and rewards systems support the recruitment, motivation, and retention of excellent employees, so that the organization can achieve its mission and objectives.

If this describes you and the place you want to take your career – apply now! Unfortunately there is no relocation package available, local candidates are preferred.

**Qualifications:**

**Experience:** At least five years’ experience in a health care and/or adult education setting, experience in adult education, instructional design, and other media, e.g., eLearning, etc.

**Skills:** Knowledge of Word, Excel, PowerPoint, SPSS, and statistical web survey packages. Strong analytical, project management, communications and financial skills demonstrating accuracy and attention to details. Experience with course development required and eLearning technology preferred. Conscientious individual with a mature attitude and a strong work ethic.

**Education:** Bachelor’s degree in communications, education, instructional design, public health, or related field or equivalent experience.
Position Title: Continuing Education Manager

Reports to: Director, Education & Research

KEY FUNCTIONS:

- Support the execution of the annual division plan
- Proactively manage all aspects of assigned programs (i.e. Center for Lifelong Learning annual CE sessions, eLearning Program, certificate program)
- Manage the development and implementation of online program development tools (i.e. abstract management system, session recordings) and processes
- Manage budget for assigned programs working to ensure fiscal responsibility, and ultimately program profitability
- Provide support to speakers and volunteers including the collection of agreements, setting conference calls, etc.
- Preparation of reports. Maintains files of current and relevant material for assigned educational programs, functional standards. Maintains continuing education records according to criteria set by appropriate accrediting bodies, including but not limited to CERP, AGD, and AADH.
- Facilitate the collection, preparation and distribution of program and meeting materials and resources (i.e. presentations, agendas, handouts, program directory, etc.)
- In partnership with research, manage the evaluation of assigned programs and ensure survey reports are created, distributed, and assessed for implementation
- Support assigned task forces and workgroups by coordinating meetings, calls and writing meeting notes
- Conduct research and competitive analyses for developing and growing assigned educational programming that supports the division content strategy
- Attend and staff educational events as requested
- Provide member/non-member support as related to assigned programs – able to professionally, courteously and knowledgably respond to phone and e-mail inquiries

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*Duties and Responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing*