



## Position Description

<b>Title: Education Specialist</b>
<b>Supervisor: Director of Professional Development</b>
<b>Date: September 2019</b>

### Summary:

The Education Specialist is responsible for ensuring all aspects of the Continuing Education (CE) process are followed according to rules and regulations adhered to by the CE bodies. This position will be crucial in assisting with the planning and development of all the association sponsored/co-sponsored educational programs that support identified member needs in alignment with the strategic plan. Under the supervision of the Director of Professional Development, the position is responsible for making sure the continuing education credentialing requirements necessary for all the professional development initiatives are met for the association. Member education programs are designed to provide professional and personal skill development, information on industry trends, new models for care and service delivery, best practices and professional standards, data and technical support through workshops, seminars, audio/webinars, web-based courses, specialized trainings and other association initiatives. In addition to ensure there are CE's for all educational events this position may be asked to assist with the actual educational events and special projects of the association.

Essential duties include:

- Be knowledgeable of the rules and regulations of all CE bodies the association members need to keep their licenses and certifications current.
- Prepare the applications for the provider units as necessary
- Record and file all the necessary documentation the provider units require for CE proposes.
- Submit any type of annual report or documentation for the provider units.
- Document any online information necessary for the CE process on the appropriate websites
- Assist with of educational offerings such as contacting presenters related to the CE process, assisting with the CE portion of the marketing materials and being available at the events if needed.
- Assisting with the Annual Conference preparation as well as onsite activities.
- Coordinating special projects such as, but not limited to, Leadership Academy, Core of Knowledge and ItcGAIN.
- Interface with internal and external customers and members and who support professional development functions.
- Other duties as assigned.

<b>Skills and Experience:</b>	
Industry Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of adult learning theory and educational curriculum development is essential.</li> <li>• The ability to research and apply new learning and delivery methods/technologies is required.</li> <li>• Understanding of senior services, health care and/or association industry is a plus.</li> </ul>
Customer/Member Services	Minimum of 5+ years experience working in association management and/or nonprofit management.
Communication Skills	<ul style="list-style-type: none"> <li>• Highly developed oral and written communication skills are required in addition to excellent interpersonal skills.</li> </ul>
Team Building Skills	<ul style="list-style-type: none"> <li>• Proven effectiveness in group/team work and project management.</li> </ul>
Microsoft Office	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office and database management software.</li> </ul>

<b>Personal Attributes / Additional Information:</b>	
Detail Oriented	<ul style="list-style-type: none"> <li>• Attention to detail and accuracy while working in a fast paced, dynamic environment is critical.</li> <li>• Organizational skills are critical.</li> </ul>
Multi-tasking	<ul style="list-style-type: none"> <li>• Must have the ability to manage multiple projects, priorities and deadlines/be flexible.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Must have the ability to work well in a group setting or autonomously.</li> <li>• Must be able to maintain a high level of creativity, enthusiasm and initiative while focusing on the follow-through of all duties.</li> </ul>