



## American Society of Nuclear Cardiology Position Description

<b>POSITION TITLE:</b>	Education Program Manager
<b>DEPARTMENT:</b>	Education and Meetings
<b>LOCATION:</b>	Fairfax, VA
<b>FLSA CLASSIFICATION:</b>	Exempt
<b>POSITION STATUS:</b>	Full-Time
<b>DATE OF REVISION:</b>	July 2025
<b>REPORTS TO:</b>	Director of Education
<b>SUPERVISES:</b>	N/A

---

### POSITION SUMMARY:

Are you a medical educational professional who is seeking to have more flexibility in your life? Do you currently commute to work and just can't stomach it any further? Are you burned out with high stress work, but want to keep working, but just can't afford to stop all together? If so, please read further as the American Society of Nuclear Cardiology is seeking an Education Manager. We are a small but mighty team with most of the team each having 25+ years of work experience. Which is to say, we are professionals, have very strong work ethic, and are eager to add a new member to the team.

Now, what will you do? In this role, you will support the creation, implementation, evaluation and improvement of ASNC's educational programs including online learning activities, webinars and conferences.

You will collaborate with internal teams and external stakeholders to support administrative functions related to educational programs, assist with in-person and online events, and ensure that multiple projects are effectively prioritized. In fulfilling these responsibilities, the Manager will be interacting daily with ASNC technology and systems, including our Association Management System (AMS), Learning Management System (LMS), PARS, Microsoft office products and SurveyMonkey.

Don't know what PARS is? Don't worry, we can teach it. Don't know our existing AMS? Don't worry, we don't either, a new one (re:members/Impexium) will be implemented in October 2025. Our LMS is Oasis and you will spend considerable time using it. Even if you don't know Oasis BUT understand databases and relationships, we can teach Oasis. Due to our small team, you need to be a self-starter as while instruction is there, there are not endless tutorials, so you need to self-learn as well and touch buttons to see what happens (but show the judgement to never touch those that will permanently delete things unless you are 100% sure).

The ideal candidate has demonstrated experience in creating educational courses or experiences, developing conference programs, analyzing data for decision-making, and improving the learner/attendee experience for an association or similar organization. This role offers an opportunity to work with a passionate team dedicated to supporting excellence in medical and health communication and shaping the educational experience of our members.

**In support of our amazing team, ASNC offers:**

- Medical, Dental Insurance & Vision Insurance
- **Generous Paid Time off**
  - Paid Holidays, Paid Sick Time and Paid Leave
  - Paid end of year Holiday/Winter break
- **Remote Work Environment with a 37.5-hour work week**
  - If in the local DMV area, may need to go into the office a handful of days a year
- Eligibility to participate in 403(b) plan with **generous employer match**
- Short & Long-Term Disability Insurance

**RESPONSIBILITIES:**

- Manages the Society's LMS including building programs, outcomes process, financial reporting and serves as a resource for customer service inquiries regarding the LMS (Oasis).
- Serve as the primary liaison with LMS support staff on activity build intricacies and customer support – both internal and external customers
- Manages and implements educational programs (live and enduring) for fellows in training, physicians and technologists that includes faculty recruitment, confirmation, correspondence, and management
- Manage projects to meet established timelines, outlining clear expectations and deadlines for all stakeholders to ensure successful project completion
- Work with marketing team to create promotional materials for activities
- Maintain records/data and facilitate reports on educational activities and inclusion of accreditation documentation when appropriate.
- Works within PARS to connect LMS and PARS for reporting purposes.
- Works with faculty to record educational activities for ASNC education programs
- Supports the educational team in planning and implementing larger meetings and new initiatives.
- Other duties as assigned.

**REQUIREMENTS:**

- Associate or bachelor's degree preferred;
- 4-7 years of experience (but if you have more, you will make us happy);
- Experience with ACCME requirements/rules and knowledge of ACCME PARS Maintenance of Certification is a plus, but not required (you can learn this);
- 4-7 years of meeting planning or education support experience in a small- or medium- sized membership-based non-profit or related experience;
- Organization, efficiency and careful attention to details;
- Outstanding customer support skills;
- Adaptability and flexibility with the ability to work well both in a team environment and independently;
- Ability to manage projects and short-term tasks simultaneously, and work with multiple and competing deadlines;
- Effective communication skills, both oral and written, and the ability to represent ASNC with a high degree of professionalism;
- Strong knowledge of Microsoft Office suite.
- Ability to travel to the annual conference and occasionally other events