



Association for Molecular Pathology

Providing global expertise in molecular testing that drives patient care

6120 Executive Blvd., Suite 700, Rockville, MD 20852

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Job Title: Digital Learning Project Manager

Status: Full-time (37.5 hours/week), Exempt

Date: September 20th, 2024

Reports to: Director, Education Programs

Salary Range: \$70,000 to \$85,000 per year

Location: Rockville, Maryland. Work is primarily performed in the AMP office. Telecommuting up to 3 days a week may be granted after an onboarding/transition period but is not guaranteed.

DIGITAL LEARNING PROJECT MANAGER, EDUCATION PROGRAMS

The AMP Digital Learning Project Manager works with subject matter experts to develop educational materials for multiple and diverse education programs to benefit the molecular pathology community and improve patient care. This individual manages our learning management system (AMPED™) and Reports to the Director, Education Programs. This is an ideal opportunity for someone with experience in designing online education and familiarity with healthcare or life sciences to join a very collegial, fast-paced environment.

RESPONSIBILITIES

- Manages and administers educational programs, both “live” and virtual, to enhance the professional development of the molecular diagnostics community globally.
- Works with and supports subject matter experts (e.g., committee volunteers or course directors) to develop educational program content.
- Provides instructional design strategy in the development and production process, as well as designs assessments to measure learning.
- Manages and works within the “back end” of the AMP Learning Management System (AMPED™) (Forj/Web Courseworks) to design and create courses, organize and maintain the system, perform regular reviews and updates of the content, pull and analyze reports, addresses end-user questions, and manages the LMS contract.
- Manages webinars: trains speakers, assembles required materials, schedules and runs webinars.
- Manages and analyzes data for various educational projects.
- Works with Director, Education Programs to identify gaps in knowledge and professional practice, recommends topics for prioritization, and creates learning objectives.
- Ensures that online programs comply with continuing education (CME/CMLE) policies and provides data and data analysis for CME reports.
- Ensures program alignment with AMP education policies and adult education and digital learning best practices.
- Provides necessary content to assist marketing & communications.
- Other duties as assigned.

SKILLS REQUIRED

- Strong project management skills with the ability to prioritize and accomplish multiple complex to simple projects (both large- and small-scale); meet multiple deadlines in a fast-paced environment.
- Strong technological skills with the ability to quickly learn new software and adapt and implement the systems to accomplish organizational objectives.
- Excellent attention to detail, highly organized, including excellent time management and decision-making ability.
- Excellent English communication skills, including for written scientific educational material.
- Excellent data analysis and data management skills. Ability to use a variety of formula functions in excel a plus.
- Strong interpersonal skills; demonstrated ability to establish and maintain positive working relationships with others both internally and externally; and, maintain a professional demeanor when under pressure.
- General office and technical skills, including, but not limited to:
 - Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
 - Adobe products (PDF file management)
 - Online survey software (e.g., SurveyMonkey, Google forms, or Doodle)
 - Zoom Meetings and Webinars, including set up, running and recording the event, downloading recordings, and pulling data.

EDUCATION AND EXPERIENCE:

- A Bachelor's/graduate degree or extensive relevant experience. Degree in the life sciences preferred.
- Experience working within the "back end" of complex software platforms used in education and/or associations required. Specific "back end" experience, e.g., creating courses, within learning management systems, especially Forj/Web Courseworks, a plus.
- Proficiency in currently used software infrastructure a plus (Vimeo, Forj/Web Courseworks, Big Commerce).
- Experience in digital instructional design, creating educational content, or training adult learners in "live" and/or virtual environments.
- Experience with editing websites using rudimentary HTML and editing videos and images (Adobe Suite) a plus.
- Experience in setting up and running webinars particularly using Zoom Webinars, a plus.
- Experience with educational program evaluation and assessment a plus.
- Experience in ACCME CME and CMLE content program development a plus.

ESSENTIAL FUNCTIONS:

- Extensive use of a computer.
- Move throughout and between various offices and meeting locations.
- Routinely lift objects less than 10 lbs; occasionally lift objects up to 25 lbs.
- Work is primarily performed in the AMP office. Telecommuting up to three days a week may be granted after an onboarding/transition period but is not guaranteed.
- Overnight travel to the annual meeting (up to 7 consecutive days) required; possible overnight travel to 1-2 other meetings (typically 2-3 consecutive days); inclusion of weekends may be involved.

BENEFITS:

This is a full-time, exempt position. AMP offers competitive salary and excellent benefits, including 403(b) retirement with employer contributions, insurance (medical, dental, vision, life, short- and long-term disability), free parking, and professional development opportunities.

LOCATION:

The AMP office is conveniently located in Rockville, Maryland and our office building offers free shuttle service from the North Bethesda station on Metro's Red Line. Work is primarily performed in the AMP office. Telecommuting up to 3 days a week may be granted after an onboarding/transition period but is not guaranteed.

TO APPLY:

For more information and to apply, visit <http://www.faseb.org/careers>. Please send a cover letter with salary requirements and resume. Applications will be considered on a rolling basis and the position will remain open until filled. If an accommodation is needed to complete the application process, please contact FASEB's Human Resources Department at resumes@faseb.org.

For information on the Association for Molecular Pathology (AMP), please visit: <https://www.amp.org/>

AMP is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.