

To apply for the position below, please email resume and salary requirements to Amy Jensen at [ajensen@stroke.org](mailto:ajensen@stroke.org).

## JOB DESCRIPTION

**TITLE:** Manager of Education  
**COMPANY:** National Stroke Association (www.stroke.org)  
**REPORTS TO:** Director of Education  
**HOURS:** Full-time                      **STATUS:** Non-exempt

---

**JOB DESCRIPTION:** Facilitate and coordinate the successful development, implementation and maintenance of educational programs, projects and activities as directed.

### **Program/project facilitation and coordination**

- Collaborate with appropriate staff on program, goals, timelines and budgets.
- Facilitate and coordinate all aspects of assigned programs and projects including faculty management, continuing medical education/continuing education applications, marketing, implementation and outcomes.
- Analyze and report on data collected from outcomes.
- Develop and maintain solid relationships with outside professional advisors, faculty, writers, vendors and anyone else involved in assigned programs and projects.
- Establish and maintain a recordkeeping and tracking system for program/project information.

### **Other Program/project related activities:**

- Assist in the design, development and enhancement of assigned or future programs and projects.
- Participate in team activities of the education department, program team or overall staff.
- Collaborate with other National Stroke Association departments to maximize educational outreach.
- Assist, as needed, in maintaining the databases for programs/projects.
- Represent National Stroke Association at conferences and meetings as needed.
- Actively participate in various committees and projects as required.
- Perform various other duties as assigned by management.

### **ACCOUNTABILITIES:**

- Ensures program/project delivers a high level of customer service to external and internal customers.
- Successfully contributes to the growth of the department through meeting program/project goals, timelines and budgets.
- Writes correspondence and information, which projects the professionalism and mission of the program/project.
- Ensures work performed contributes to meeting the goals of the organization.
- Successfully performs the above responsibilities with little supervision.
- Ensures that Education Department operates in a very organized, efficient and professional manner.
- Committed to producing quality work and meeting all deadlines.
- Communicates in a clear, concise and professional manner.
- Works well with clients, management, and co-workers.
- Displays a positive, professional image of the department and National Stroke Association.
- Adheres to all internal policies and procedures stated in employee handbook.

### **QUALIFICATIONS:**

- Minimum four-year degree. Emphasis in project management, health education or related field.
- Minimum three-five years experience in program planning and implementation. Non-profit experience helpful. Healthcare experience a plus.
- Strong oral and written communication skills.
- Demonstrated ability to coordinate several activities simultaneously.
- Working knowledge of MS Windows, Word, and Excel. Database management experience

**WHILE PERFORMING THIS JOB, IT WILL REQUIRE:** Up to eight hours or more a day: entering data into the computer and retrieving data from the computer, analyzing data, reading, writing, speaking on the telephone, and using repetitive

motion of the hand and wrist by utilizing the computer and preparing and sending out literature. Some travel via airplane required.