



## Call for Senior Education Manager

The Society of Family Planning advances a vision of just and equitable abortion and contraception informed by science. By leveraging the powerful tools of science and medicine, we hope to ensure: 1) abortion and contraception practices and policies are grounded in science and center people whose access to care is constrained by systems of oppression, and 2) all people have access to evidence-informed and person-centered abortion and contraception, including people whose access to care is constrained by systems of oppression.

To achieve our vision and desired impacts, we focus on the following strategies, as described in our [2023-2028 strategic plan](#):

1. Convening a diverse, equitable, inclusive, and multidisciplinary community of all engaged in the science and medicine of abortion and contraception,
2. Supporting the production and resourcing of research primed for impact,
3. Organizing and leveraging research primed for impact,
4. Ensuring clinical care is evidence-informed and person-centered through guidance, medical education, and other activities,
5. Developing and supporting leaders in abortion and contraception to transform healthcare systems, and
6. Aligning the organization's governance, operations, and overall resources to be in service of the strategies designed to bring our collective vision to life.

## Role description

### Overview

We seek a collaborative, capable, and driven professional to coordinate, develop, and implement equitable, anti-racist, and person-centered care continuing education programming that supports the adoption of evidence-informed and person-centered clinical practice and is responsive to the continuing education needs of a growing body of members with a diversity of clinical backgrounds. This is a remote position and is open to candidates living in the US who are within one hour of a major airport. It is anticipated that the person in this position will travel approximately 15% of the time.

### ***Specific responsibilities***

Responsibilities include, but are not limited to, the following:

Clinical practice improvement implementation — 45%

Activities include, but are not limited to:

- Identifying opportunities for educational programming responsive to abortion and contraception clinical practice challenges, including those occurring under legal or regulatory changes,
- Creating innovative programming to support clinician end-users in translating evidence and clinical guidance into clinical care, including clinical practice support tools, slide decks, and others, with a focus on providing equitable, anti-racist, and person-centered care,
- Cultivating partnerships with contracted subject matter experts and educational programming staff at partner organizations to identify opportunities and collaboratively develop programming,
- Promoting and connecting members to established Society programming, and
- Working in partnership with Society Committees where necessary, such as the Education Committee and the Clinical Affairs Committee.

Continuing medical education (CME) program management — 30%

Activities include, but are not limited to:

- Leading the ACCME process for reaccreditation and annual reporting of the Society as an accredited continuing medical education (CME) provider,
- Developing and updating CME policies, procedures, and template documents, as needed and partnering with all teams across the Society to ensure compliance with ACCME standards, with particular attention to supporting the Annual Meeting,
- Awarding credit certificates for all CME-eligible activities, including the Annual Meeting, and maintaining systems for tracking awarded CME in compliance with regulatory and reporting standards,
- Serving as primary contact for CME inquiries from staff, members, partner organizations, and ACCME accrediting bodies,
- Identifying potential partners and implementing programming related to ACCME joint providership, and
- Pursuing and managing additional continuing education providerships, including CNE and others responsive to member needs and organizational priority.

Provide continuing education leadership for Society-wide programming — 25%

Activities include, but are not limited to:

- Providing ongoing management maintenance, and technical support of learning management system (LMS), related SocietyFP.org website pages, and e-learning tools to create an engaging and meaningful user experience,
- Serving as the instructional designer for educational programming across the Society by ideating with all internal teams on content and ideal modalities for supporting learners, aligned with best practices in instructional design, to provide engaging educational programming outside of the Annual Meeting,
- Managing, tracking, and coordinating the educational programming calendar across the Society,
- Working in partnership with evaluation to ensure assessment practices are aligned with evaluation practices,
- Serving as primary contact for continuing education-related inquiries for all Society programming, with particular attention to responding to Annual Meeting inquiries,
- Working with partner organizations to implement and expand the reach of educational opportunities, with particular attention to Annual Meeting programming, and
- Supporting and contributing to Board updates and funder proposals and reporting related to continuing educational programming and deliverables across the Society as needed.

## Qualifications

Highly qualified applicants will meet many of the qualifications below:

- Demonstrated proficiency in instructional design methodology and practices.
- Experience rigorously identifying end-user needs and developing new and innovative educational programming and resources responsive to identified needs, with a preference for experience in abortion and contraception-related topics.
- Ability to work collaboratively and effectively with family planning clinicians, researchers, and partner organizations.
- Exemplary interpersonal, written, and verbal communication skills.
- Exceptional eye for detail and visual design, including strong skills in copy editing, collating information from multiple sources, and identifying errors.

- High level of computer literacy, including confidence using (or learning to use) Microsoft and Google suite, Asana, Box, Zoom, Slack, Zapier, AirTable, and Oasis LMS.
- Highly developed judgment, decision-making, and problem recognition and resolution skills.
- Ability to work independently and with remote teams.
- Ability to approach challenges with a growth mindset and nimbly adapt to emergent learnings or organizational priorities, as evidenced by comfort with asking questions and enthusiasm for incorporating the wisdom of others.
- Demonstrated self-directed approach to managing time in a remote work environment effectively.
- Willingness to pitch in as needed; we are a small nonprofit and everyone contributes.
- Commitment to the Society's [strategic plan](#) and [DEI Vision](#).
- Fully vaccinated and boosted against COVID-19.

## Salary and benefits

The salary range for the position of Senior Education Manager is \$90,000- \$120,000 at full-time, depending on qualifications and experience. The Society offers a generous benefits package including:

- Medical, dental, and vision insurance (100% individual premium covered, 50% dependent premium covered)
- Short and long-term disability
- Life insurance
- 24 days a year of paid time off, which increases with tenure
- 16 paid holidays
- Abbreviated Friday schedule in July
- At least four weeks of fully paid family leave and six weeks of partially paid family leave
- 401K plan with up to 3.5% employer matching contribution
- \$1,500/year professional development funds
- \$300 remote work stipend at hire
- \$150 remote work stipend after the first year
- \$100/year for expedited travel clearance programs
- Up to \$50 monthly internet reimbursement
- Medical FSA and dependent care FSA

## Application process

Interested candidates should upload a resume or CV and statement of interest [here](#). In the statement of interest, we ask candidates to eschew the traditional cover letter format and instead answer the following:

- You have experience successfully identifying end-user needs to inform your educational programming. As you reflect on that work, what is the single most important factor that contributes to the success of your approach and how do you ensure your programming successfully meets end-user needs?
- Share a time when you managed a collaboration or project when users had conflicting needs. How did you approach resolving that conflict? How did your approach lead to achieving success? Reflecting on that experience now, what, if anything, might you do differently today?
- What are two ways that you could use your role as Senior Education Manager to support the advancement of the Society's [DEI Vision](#)?

Application materials should be submitted in one PDF [here](#) by **April 30, 2024**. Applicants are encouraged to submit applications as early as possible and will be reviewed on a rolling basis. No phone calls please.