

Medical Education Program Coordinator – Job Description

SUMMARY

Continuing Education Company, Inc. (CEC) is a leading organizer of continuing medical education (CME) in the United States and Canada. Founded in 1992, CEC organizes over 20 in-person and live streamed national conferences a year and hosts over 300 hours of CME on its CME365 platform. CEC is an ACCME accredited provider delivering high quality, evidence-based education that fosters the continuing professional development of physicians and advanced practice clinicians that will enhance their medical knowledge, develop their skills (competence), improve their performance in practice, and ultimately, improve patient outcomes. Our dedicated team is committed to excellence, collaboration, innovation, and professionalism.

The Medical Education Program Coordinator will provide day-to-day program and organizational support to the Continuing Medical Education (CME) Programs, including Learning Management System (LMS) administration. This position would primarily involve online course maintenance, logistics for in-person/virtual conference materials, and support for internal/external partners. The continued success of our accredited program relies on implementing new opportunities, ensuring CME compliance, and delivering outstanding service.

Qualified candidates must have excellent communication skills, be able to work both independently and as part of a team to manage assigned activities, tasks, and be accountable for ensuring required deadlines and deliverables are met. This is a remote position.

RESPONSIBILITIES

- Responsible for primary LMS administration, including creation and maintenance of new online courses, evaluations and certificates for multiple activity types, routine outcomes reporting, and learner technical support
- Provide logistical support for program events including livestream webcasts and virtual workshops
- Maintain records, including compliance documentation, evaluations, CME activity records, and other information through the LMS
- Coordinate program materials to include audience response technology for presentations, printed handouts, evaluation reports, and other educational materials as needed
- Support accreditation processes to maintain program compliance with CME accreditation requirements (ACCME)
- Aid in the implementation of new systems
- Assist with content/data entry and system testing as requested
- Coordinate the repurposing of education content into various formats
- Assist with program registration and provide customer service support

QUALIFICATIONS

- Bachelor's Degree is required. Education, Business, Communication, or health-related field preferred.
- Minimum of three (3) years of relevant industry work experience in healthcare, training/education, credentialing, or compliance program management is required

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- Previous LMS administration is required
- Proficiency with all MS Office Suite applications, particularly Word, Excel, PowerPoint, Outlook, and other web-based applications
- Detailed-oriented and a self-starter with the ability to work under limited supervision, effectively organize and exercise judgment in completing responsibilities
- Ability to manage/manipulate large amounts of data such as, pivot tables, is preferred
- Excellent customer service and oral and written communication skills; ability to communicate well with customers and clients
- Experience supporting new program/product pilots and implementations preferred
- Ability to use sound judgment and problem solve
- Ability to work independently and as a member of a team

ABOUT THE COMPANY:

Continuing Education Company, Inc. (CEC) is a growing non-profit continuing medical education company which was founded over 29 years ago. We promote a collaborative, team-oriented workplace. As an equal opportunity employer, we are committed to diversity, equity and inclusion. Our differences fuel excellence and we strive to create an environment where every individual is valued and feels empowered to bring their full, authentic self to work. Candidates of all backgrounds are encouraged to apply.

Interested individuals should email their resume with salary requirements to careers@cmemeeting.org

View this position on our website at <https://www.cmemeeting.org/careers/medical-education-program-coordinator>