



Job Title:	Outcomes Coordinator	Department:	Accreditation and Outcomes Department
Reports to:	Sr. Director Educational Excellence	Effective Date:	January 2022
Exempt Status:	Non-Exempt	Location:	Remote

Job Summary:

KnowFully Learning Group's division, CME Outfitters (CMEO) is a provider of continuing medical education for health care professionals. CMEO division is recruiting a full-time outcomes coordinator who will be key member of the CMEO Accreditation and Outcomes Department. This role will be primarily responsible for the development of outcomes reports for assigned educational initiatives. This includes various tasks to ensure execution, measurability, and analysis of our activities.

Supervisory Responsibilities:

- *None.*

Duties/Responsibilities:

- *Participate in the outcomes planning process for assigned educational initiatives.*
- *Analyze activity data using basic statistical knowledge.*
- *Write and edit outcomes reports and social media posts highlighting outcomes data.*
- *Review and edit pre- and posttest questions for educational activities.*
- *Develop follow-up and control surveys.*
- *Track activity and survey participation, as well as social media analytics.*
- *Establish and maintain libraries of survey questions, respondent lists, graphics, and learning objectives.*
- *Update or add activities to the learning management system (LMS)*
- *Update and maintain educational outcomes webpage on the CMEO website.*
- *Work with third party vendors on assigned educational initiatives to ensure outcomes requirements are met.*
- *Maintain and monitor supporter/industry requirements and preferences for outcomes reporting.*
- *Other duties as assigned.*

Required Skills/Abilities:

- *Excellent verbal and written communication skills.*

- *Excellent writing and editing professional documents.*
- *Excellent organizational skills and superior attention to detail.*
- *Excellent time management skills with a proven ability to meet deadlines.*
- *Ability to work well independently and as a team.*
- *Ability to adapt to the changing needs of the company and department.*
- *Ability to portray a cooperative, professional, and positive attitude towards customers, managers, and other co-workers.*
- *Ability to function well in a high-paced and at times stressful environment.*
- *Ability to multi-task in a flexible environment with minimum supervision.*
- *Self-motivated and ability to work independently in a remote office.*

Education and Experience:

Bachelor's degree required or equivalent work experience preferred.

3+ years of advanced experience with Microsoft Office Suite, (Word, Excel, PowerPoint).

3+ years of experience with HTML and/or HTML5, WordPress.

Basic understanding of the guidelines and criteria of Joint Accreditation (ACCME, ACPE, ANCC, et al) as well as other relevant accrediting bodies, eg (AAFP, CCMC.)

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Equal Opportunity Statement:

KnowFully Learning Group provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type 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.