



**POSITION TITLE:** Education Coordinator

**REPORTS TO:** Meetings and Education Manager

**SUPERVISES:** None

**GENERAL SUMMARY:**

Coordinate a variety of detailed and complex projects to assist with the maintenance of a healthy and viable membership organization. Coordinate the development, organization and implementation of the society's educational activities. Serve as a liaison to committees as assigned to accomplish their stated initiatives and projects.

**DUTIES AND RESPONSIBILITIES:**

- I. Coordinate, implement, and evaluate the education logistics for the Annual Meeting on time and within budget.**
  - A. Liaison with Program Committee to evaluate and develop educational programming. Recommend new learning or environment formats to enhance the attendees' experience and implement as directed.
  - B. Create timelines to ensure Program Committee members complete their specific tasks.
  - C. Coordinate all aspects of the development, management, and evaluation of speakers.
  - D. Work with the Audio-Visual Vendor on Speaker ready room specifications.
  - E. Coordinate the creation, production, and distribution of meeting materials, including the print and electronic preliminary and final programs, within budget and timeline.
  - F. Collect, prepare, and distribute materials and meeting evaluations for ACCME review and action; ensure programs comply with ACCME regulations.
  - G. Communicate annual meeting program outline to Meetings Assistant.
  
- II. Coordinate, implement, and evaluate the logistical and operational elements for the IPOS Meeting on time and within budget.**
  - A. Create, process, and collect applications for the IPOS scholarship program; ensure compliance, coordinate selection process, and handle all communications.
  - B. Coordinate the development of the Resident/Fellow Programming including the Case Competition and the Top Gun Competition.
  - C. Create, process, and collect submissions for the ePoster program; ensure compliance; coordinate selection process and handle all communications.
  - D. Create, process, and collect submissions for the Lunchtime Career Development program; ensure compliance; coordinate selection process and handle all communication.
  - E. Assist with meeting shipments; pack/unpack meeting materials.

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**III. Coordinate all aspects of abstract management and submission processes for the Society's programming, including papers and posters.**

- A. Serve as the liaison to the abstract vendor; work with the vendor to ensure correct data input and accurate reports.
- B. Create the abstract application for papers and posters, in collaboration with the Program Committee.
- C. Create, dispense, and track all communications related to the abstract process and scientific program.
- D. Assign abstracts to relevant parties, monitor grading progress, create reports, and enter data into abstract system.
- E. Ensure disclosures are up-to-date and complete.
- F. Assist with implementing and adhering to policies set by the Program Committee.
- G. Evaluate the abstract management process and system and provide recommendations for improvement.

**IV. Coordinate, implement and evaluate Society's educational programming.**

- A. Serve as the staff liaison to the Educational Courses Committee.
- B. Develop and collect tutorial and global course applications and evaluations.
- C. Coordinate the process of co-branding courses for the AAOS Annual Meeting.

**V. Provide support and guidance to leadership and staff.**

- A. Work with Manager and Director to create budgets to ensure for proper and transparent record keeping, meet financial goals.
- B. Support leadership with agenda development, arrange and communicate the meetings; distribute agenda materials; write appropriate reports; draft, distribute, and archive meeting minutes/official business; and conduct follow-up on action items.
- C. Work with leadership to implement committees' deliverables on time and within budget.
- D. Work with Marketing Team to develop and coordinate communications schedule.
- E. Review and evaluate activities on a regular basis; ensure committees are meeting objectives; provide guidance, as necessary.
- F. Ensure materials on Society website are up to date.
- G. Evaluate and/or maintain procedures, descriptions, announcements, statistical reports and history.
- H. Develop and maintain effective communications and relations with leadership.
- I. Develop and maintain protocols and procedures related to the position's responsibilities.
- J. Perform all other job-related duties as required or assigned.

Complies with all safety policies and practices of the organization and all safety standards associated with this position, including the use of personal protective equipment.

**TRAVEL:** Approximately 10-15 days per year

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**QUALIFICATIONS:**

Required:

- Undergraduate degree or equivalent work experience
- Strong member service mentality and delivery
- Effective verbal and written communications
- Strong organizational, interpersonal, and proofreading skills
- Ability to think proactively and creatively
- Attention to detail necessary for success
- Must be able to multi-task, prioritize and organize work in a fast-paced environment
- Able to function well in, and contribute to a team environment, but also work independently. Cooperative, supportive, and “can do” attitude is crucial to success
- Possess integrity and credibility with leaders, members, vendors, and staff
- A positive proactive personality and an approachable team player
- Proficient in Microsoft Office; strong skills in spreadsheets

Desired:

- Familiarity with JotForm, abstract management systems, iMIS
- Association experience
- CME experience

**PROMOTION:** Education Manager

Classification:  Exempt  Non-Exempt

Established: 8.14                      Revised: 1.2022

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