Education Coordinator

January 17, 2022

The Society of Infectious Diseases Pharmacists (SIDP) seeks a highly skilled Education Coordinator to help us fulfill our mission to advance infectious diseases pharmacy, lead antimicrobial stewardship, and optimize the care of patients. SIDP is a non-profit association of pharmacists and other healthcare professionals founded in 1990 with the goal of improving the use of antimicrobials. See attached association profile and sidp.org for additional SIDP information.

Description
The Education Coordinator reports to the board of directors and oversees the education strategic priority of SIDP to develop a diverse, effective, high-quality portfolio of educational programs that advance the profession and contribute to the knowledge of the health care community. No relocation is necessary. It is anticipated that the education coordinator works from home, with occasional travel to support society activities. This is a part-time contract position and the hours will vary depending on the time of year, but would expect to average approximately 20 hours per week.

Responsibilities of the Position

- Work closely with the board of directors, board liaison for education and practice and the three education-oriented committees (i.e., Board Certified Infectious Diseases Pharmacist [BCIDP], Education and Stewardship) to coordinate continuing education and certificate programs
- Oversee the day-to-day administration, supervision, operation and continuous improvement related to compliance with American Council of Pharmacy Education (ACPE) standards
- Manage a learning management system (LMS) of SIDP educational content
- Oversee the redesign and updating of stewardship certificate program curriculum and other certificate/certification programs (BCIDP, Focused Antimicrobial Stewardship Training [FAST])
- Identify as the centralized contact for all clinical education content for SIDP releases
- Work with SIDP committees to write, edit and submit educational grants
- Develop and support external partnerships and strategic initiatives related to educational programming
- Manage and oversee all related business activities related to educational programming in support of the overall strategic and financial goals of SIDP
- Manage requirements/deadlines for faculty/facilitators/speakers/content contributors for all SIDP-related educational activities
- Provide reports and tracking data, including final reconciliation to SIDP and partnering organizations

Who we are: The Society of Infectious Diseases Pharmacists (SIDP) is a 501c3 professional organization dedicated to the appropriate use of antimicrobials through education and training, research, and policy. SIDP is the premier organization for pharmacists engaged in infectious diseases, with more than 2000 pharmacist and other healthcare professional members. Part of our mission is to develop collaborative relationships with other professional and regulatory organizations involved in education, clinical practice, research, and policy development related to the prevention and management of infectious diseases.
Qualifications

- Exemplary organizational, interpersonal and communication skills
- Bachelor’s degree minimum required; advanced degree preferred
- Strong preference given to candidates with relevant pharmacy experience, familiarity with the field of ID pharmacy preferred
- Commitment to the mission and values of SIDP (www.sidp.org)
- Extensive experience with continuing education (CE) accreditation and related marketing
- Experience in curriculum development, application of adult education principles and approaches to educational planning and instructional design for both in-person and remote learning
- Experience building and maintaining relationships between professional organizations, health systems, and industry partners
- Knowledge of learning management systems (LMS) and platforms related to continuing education

How to apply
Submit a cover letter, curriculum vitae, and contact information for 3 references to Shelley Warnock at Affinity Strategies (shelley@affinity-strategies.com) by February 28, 2022. The cover letter should address your specific interest in the position and outline the skills and experience related to the position. An online interview will be required.