

February 9, 2021

California Academy of Family Physicians



Position: **Manager, Educational Programs**
Reports to: Vice President of Education
Location: Sacramento / part-time virtual possible (100% virtual during pandemic)
Salary: Competitive salary commensurate with experience and skills

The California Academy of Family Physicians (CAFP) seeks a motivated, adaptable, team-oriented professional to work with the Vice President of Education to develop, implement and evaluate educational and leadership programs. This position requires someone who is creative and can also track and manage details. Strong writing skills are essential. This is great position for someone who is enthusiastic and ready to deepen his or her policy and program experience.

ABOUT US

CAFP is a nonprofit membership association with 11,000 family physician and medical student members across the state. Our mission is to empower, educate and connect current and future family physicians to improve the health of all Californians. To achieve this mission, we advocate on behalf of family physicians, support them in practice with educational products and services, and foster community by connecting family physicians with one another.

CAFP is an organization that respects and promotes diverse perspectives and experience, and supports professional development.

ESSENTIAL RESPONSIBILITIES:

Program development and implementation: All aspects of program and project development, from developing an idea and identifying potential funding to developing budgets, activities, and work plans.

- Identify potential funders and research/write project grants.
- Work with collaborators to develop and manage educational activities (identifying learning format, developing and hosting content/tools and marketing products), ensuring compliance with accreditation rules when applicable.
- Execute an outcomes evaluation strategy and analyze/prepare outcomes reports.
- Help manage online learning platforms.
- Identify and develop innovative teaching methods, tools and resources to improve individualized learning.
- Ensure program compliance with accreditation standards, budgets and deadlines.

General:

- Ensure processes and policies related to educational programs are up to date.
- Answer member questions about educational efforts.
- Stay current on educational trends/needs and learning principles.
- Utilize various communications channels (website, social media, etc.) to raise awareness and interest in learning opportunities.

REQUIRED COMPETENCIES:

Excellent Written and Verbal Communication: Organizes written communications clearly and produces written products that comply with CAFPP writing guidelines. Can present compelling and organized verbal information.

Time Management and Organization: Effectively manages one's time and resources; meets project timelines, Effectively evaluates planned approaches, determines feasibility, and adjusts when needed.

Accountability: Accepts responsibility for self and contribution as a team member; confronts problems quickly; displays a strong commitment to organizational success; demonstrates a commitment to family medicine and primary care.

Collaboration/Teamwork: Interacts with others to accomplish shared goals; treats others with dignity and respect and maintains a friendly demeanor; values the contributions of others; takes action to achieve goals beyond what is required and is proactive.

Creativity and Innovation: Applies creative problem-solving skills to develop solutions; recognizes and demonstrates the value in taking "smart" risks; develops multiple alternatives and understands the feasibility of each; effectively shares and implements ideas. Generates innovative solutions; tries different and novel ways to deal with challenges and opportunities.

Customer Focus: Ensures that member satisfaction is a primary focus.

Continuous Learning: A drive for innovation and growth, and excitement to learn and progress.

POSITION REQUIREMENTS

- Advanced Degree in public policy, public health, adult education, non-profit management, or relevant degree, or at least 10 years experience in a similar position.
- At least 3 years of project or program management, including managing project budgets.
- Experience developing educational or informational programs.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint).
- Demonstrated ability to produce high-quality materials including reports and summary information.
- Ability to travel when necessary.

PREFERRED QUALIFICATIONS

- Experience in primary care, health care and/or medical technology.
- Experience developing adult education initiatives.
- Knowledgeable of the current accreditation (ACCME and AMA) guidelines.
- Understand performance and quality improvement-based continuing education.
- Familiar with use of Learning Management Systems (LMS).
- Familiar with use of content development tools (i.e., Articulate, Adobe Presenter, or Captivate).

To apply, send your cover letter, salary request, and resume to jobs@familydocs.org.