



CLINICAL•DIRECTORS•NETWORK

www.CDNetwork.org

POSITION TITLE: eLearning/Project Coordinator
LOCATION: New York City
SCHEDULE: Full-Time
STATUS OF POSITION: Available Immediately

Position Description: Clinical Directors Network, Inc. (CDN) is seeking a candidate to manage its clinician education program and activities.

Responsibilities:

Manage day-to-day activities, including faculty/speaker recruitment, curriculum development (online and print), marketing and advertising, and procurement of continuing education credits. Ensure compliance with all relevant regulations regarding conflict of interest and commercial support. Develop, implement, manage and present education and training activities online and on-site (conferences, workshops and in-services). Manage the development, production and implementation of live webcasts and video teleconference programs. Interact with faculty, sponsors, academic, government, nonprofit and industry representatives. Recruit faculty and participants for webcasts. Maintain online library of web-based courses and online clinical decision-support tools (www.CDNetwork.org/Library). Manage, edit, design and develop websites, event pages, email blasts, membership database and listservs. Identify research, source and implement new online strategies and activities. Investigate additional funding sources; prepare and submit grant proposals. Assist in developing new clinician education projects. Manage clinical education projects and liaise with project partners and funders to ensure completion of all milestones and deliverables. Participate in evaluating current online educational offerings. Develop strategies for disseminating current CDN research and educational projects. Coordinate the activities for several research projects, including liaising with external collaborators, protocol development, implementation, and data collection. Provide advanced support for administrative functions and other responsibilities, as needed.

Qualifications:

MPH or equivalent, with a minimum of three years of highly responsible clinician training/CME experience. Excellent communication, delegation and management skills; strong PC (MS Word, Excel, PowerPoint) and online research skills, experience with reference management software, basic familiarity with WordPress, HTML, and CSS; ability to analyze quantitative, qualitative, and spatial data, ability to meet tight deadlines, work under pressure and handle multiple, simultaneous responsibilities; solid problem-solving, judgment and prioritization skills. Project management experience a must. Detail oriented, self-starter, with the ability to work independently and on project teams.

Please send resume, cover letter and salary history to:

Dena Moftah
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