Title: Education Director

Date: March 2020

Reports to: ELSO CEO and ELSO Chair of Logistics & Education Committee

Staff Supervision to: ELSO Education Program Manager; ELSO Education Standing Committee; Education-Related Workgroups

Summary:
The Extracorporeal Life Support Organization (ELSO) is an international non-profit consortium of health care institutions dedicated to the development and evaluation of novel therapies for support of failing organ systems. Within ELSO, the Logistics and Education Standing Committee is responsible for executing the education mission of ELSO. The committee works to support the broader initiatives and goals of ELSO as they relate to education. The ECMOed Taskforce is an international consortium of health care practitioners and educators tasked with identifying opportunities for a global collaborative approach towards ECMO education and standardization.

The Education Director will work closely with the ELSO Chair of Logistics and Education to execute education projects and initiatives. The Director will work closely with the CEO on the overall direction of ELSO and help plan for the annual Logistics and Education Business Plan, manage the plan, and raise any variances in a timely manner for mitigation planning purposes. The Education Director will direct the Education Project Manager, support committee members, and collaborate across ELSO as needed. The Education Director will manage ELSO resources in an appropriate manner.

The Educational Director must have advanced project management, communication, and organizational skills as well as experience working in a scientific, medical, or educational setting. The position requires a strong attention to detail and relationship building and to work independently within defined schedules to accomplish a variety of complex activities as well as maintain a position of high visibility to ELSO leadership and membership.

General Responsibilities:
- Supervise the day-to-day work of the Education Project Manager and Education Committee, monitoring completion of tasks and projects
- Develop strategic education growth plans and be responsible for implementing such plans
- Work with ELSO Logistics and Education Chair to manage the committee’s finances and develop the yearly budget
- Work closely with the CEO to coordinate priorities, communication, and resource requirements
• Demonstrate management and oversight that monitors work results, quality, and productivity while analyzing results and proactively propose improvements
• Anticipate issues and present/develop solutions
• Set clear goals and expectations for volunteer committee members and follow progress against goals
• Liaise with other teams within ELSO on behalf of the Education Committee whose input is needed to execute educational programs successfully
• Work collaboratively and cooperatively with peers on staff, volunteer leadership, vendors, and other stakeholders and resolve any conflicts openly and productively while representing the organization in a professional manner
• Understand and leverage the organization's structure and relationships including organizational support and resources

Curriculum-Related Responsibilities
• Oversee development of a universal ECMO curriculum
• Coordinate knowledge and psychometric assessment tools development
• Oversee the planning and running of ELSO courses and workshops
• Manage the process for creation and implementation of online learning modules
• Organize course and workshop endorsement requests and timelines
• Oversee course assessment data collection and analysis
• Administer educational surveys and research efforts
• Oversee the production of ELSO-sponsored publications including journal manuscripts and handbooks

Skills, Abilities, and Knowledge Required:
• Excellent organizational skills to manage several workgroups and simultaneous projects
• Self-motivated, detail-oriented, and creative
• Ability to work in a fast-paced and team-oriented environment
• Demonstrate excellent oral and written communications skills
• Ability to maintain confidentiality with sensitive information
• Flexible to travel nationally and internationally to courses, meetings, and conferences 2-3 times per year

Minimum Background Requirements:
• Bachelor’s degree (Masters preferred)
• 5-10 years of professional experience in a similar role with a track record in education and project or program management ideally in a medical and international environment
• Proficient in Microsoft Sharepoint, Word, Excel, and PowerPoint and in Google Drive and Forms