ELSO Position Description

Title: Education Project Manager

Date: March 2020

Reports to: ELSO Education Director

Staff Supervision to: 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 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.

Under the general supervision of the ELSO Chair of Logistics and Education, the Education Project Manager is responsible for assisting with all ECMOed’s projects and initiatives. The Education Project Manager will serve as liaison to the ECMOed workgroups to oversee curriculum development, course and workshop delivery and endorsement, online education, ECMO certification, and educational research.

The Education Project Manager 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:

- Assist with the day-to-day work of the Education Committee monitoring completion of tasks and projects
- Provide timely and accurate updates to the Education Committee budget and financial projections
- Demonstrate project management and oversight that monitors work results, quality, and productivity while analyzing results and proactively propose improvements
- Assist in managing toward 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
• Assist with the development of a universal ECMO curriculum
• Coordinate knowledge and psychometric assessment tools development
• Assist in 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
• Track course assessment data collection and analysis
• Set-up and administer educational surveys and research efforts
• Manage 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
• Minimum of 5 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