



Job Description: Education Project Manager

ELSO is an international nonprofit consortium of health care institutions, researchers, and industry partners. We provide support to those delivering extracorporeal life support through continuing education, guidelines, original research, publications, and a comprehensive registry of extracorporeal membrane oxygenation (ECMO) patient data.

ELSO is seeking a professionally astute and graduate-trained Project Manager with a focus on education initiatives. The position is a full-time position and offers a salary of \$90,000, which may be adjusted based on work experience. This position is in person at ELSO's headquarters in Ann Arbor, Michigan. We occasionally require weekend work and travel. An annual, discretionary bonus is possible, based on performance and financial means of ELSO. Detailed tasks in the near term are included in Exhibit A and job qualifications are included in Exhibit B.

This position is considered exempt under the federal and state wage and hour laws. This is an at-will position, which means that either the employee or ELSO may terminate the relationship at any time.

Benefits:

- Four weeks of paid vacation.
- Ten paid holidays, as defined in the Employee Handbook.
- Participation in ELSO's 403b plan which will match up to 5% of your salary contributions on a 2:1 basis.
- Health benefits are available.

Exhibit A

Employee is to perform the duties typical of a Project Manager (PM) focused on education initiatives and as directed by the CEO. The PM will be expected to assist across a wide variety of projects, based on the priorities of ELSO. We anticipate that the prioritization of work will be coordinated with the team, as directed by the CEO.

Areas of work where you will be expected to help manage and contribute to the overall work effort include the following:

- **Endorsed Courses:** workflow, operational support, and overall management of ELSO's endorsed courses, including tracking of all related materials, contracts, and timelines per course.
- **Simulation & Cannulation Course Support:** support the operations, logistics, and general needs of the faculty and learners (in Ann Arbor and in other locations). This work will require familiarity with a learning management system.
- **Individual Certification:** support and management of individual's certification cycle (e.g., registration, application requirements, test-taking environment, recertification requirements). The certification review board will require management support, which this role will be responsible for.
- **Accreditation:** ELSO is embarking on accrediting its certification exams (adult and neonatal/pediatric practitioners). There are several steps that ELSO will be required to achieve as part of this process. This role will support our work to achieve the accreditation of the current exams; maintain accreditation; and potentially assist in accreditation of any new exams over time.
- **Data analysis, deliverables, and support:** education initiatives will require analytics and reporting to track status, report to key stakeholders, and other needs.
- **Website updates:** assist with updates for ELSO's website related to education activities.



Exhibit B

Qualifications

- Master's degree in public health, business, or related field including but not limited to MHSA, MHA, MPH, or MBA.
- 2 years of healthcare related experience including delivery and/or administration. Previous completion of an internship and/or previous role in global health, non-profit organization, system-based healthcare delivery, and/or healthcare strategy.
- Ability to work in a collaborative and team-centered environment with dynamic priorities and widespread initiatives. Maintain a work environment that encourages diversity of backgrounds and promotes inclusive viewpoints.
- Robust written and verbal communication skills with ability to tailor needs to specific audiences while maintaining confidentiality.
- Strong data analytic skills with prior experience utilizing statistical techniques and creating compelling data visualization.
- Process improvement skillset including experience identifying opportunities for improvement and implementing feasible and timely solutions.

Preferred Qualifications

- Understanding of healthcare delivery across the world including United States regulatory complexity and implications of global organizational responsibility.
- Experience with learning management systems and project management tools.