Education Program Manager

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

JOB SUMMARY:
The Education Program Manager will help develop and support the educational programs of the Melanoma Research Foundation (MRF) to enable patients, caregivers, providers, and the general public access to the information they need to make informed decisions.

DUTIES AND RESPONSIBILITIES:
• Develop educational content including but not limited to Animated Melanoma Patient videos, webinars, literature etc.
• Coordinate annual patient and caregiver national symposia series,
• Assist with the review, digitization, distribution, implementation, and evaluation of a youth prevention curriculum program.
• Work with members of the Education Team to meet or exceed annual strategic plan goals including but not limited to Prevention and Survivorship programming
• Collaborate with the Development team on proposals for industry support, collecting and reporting metrics from all industry funded events and programs.
• Manage patient and caregiver perspective panels, surveys, conduct needs assessments and literature review
• Review and provide approved educational materials to the Communications team and coordinate marketing plans.
• Support the direction of the Dermatology Advisory Council focus areas as they align with the three pillars of the MRF
• Research new educational materials, website content, and other patient education opportunities
• Act as a liaison to partner organizations and groups to exhibit, participate, and/or attend Patient & Caregiver meetings
• Research and engage melanoma providers such as dermatologists, oncologists, surgeons, ophthalmologists, researchers and other providers within the Education department
• Collaborate with the Education Team to source mission-focused news and articles for promotion on the MRF’s social media channels
• Assist with tracking educational materials metrics and fulfilling shipment requests.
• Assist with entering contacts into the MRF’s CRM database.
• Attend in-person educational events
• Provide general administrative support to the Education Team as needed
• Attend Coalition meetings as needed
KNOWLEDGE, SKILLS, AND ABILITIES: Reflects the minimum specific competencies required for job performance.
- 3-5 years of non-profit experience, preferably in cancer, public health or healthcare related industries; internship experiences acceptable
- Team-player with a positive attitude who is able to effectively work with multiple constituents
- Excellent critical thinking, organizational, time management, prioritization and problem-solving skills
- Strategic and collaborative mindset with the ability to execute and drive results effectively
- Project confidence, strategic thinking and persuasive capabilities when sharing ideas and concepts with clients and team members
- Ability to work with diverse population and be sensitive to cultural differences
- Excellent written and oral communication skills
- Proficient using Microsoft Office applications
- Experience using Survey Monkey (or similar survey platform) as well as virtual meeting platforms
- Able to travel up to 10%
- Position is based in Washington, DC office

EDUCATION:
- Bachelor’s degree in Public Health/Nursing/Social Work or related field required;
- Master’s degree preferred.

OTHER REQUIREMENTS: Describes any other requirements or physical demands not indicated elsewhere.

ADA PHYSICAL DEMANDS: The physical demands represent those that must be met by an employee to successfully perform the essential duties and responsibilities of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
- The position requires being seated for several hours a day
- The employee must frequently speak and hear as well as utilize the telephone, computer keyboard and monitor, pen and paper
- The employee is required to walk and/or travel by car, train or plane