Professional Development, Learning & Community Manager

Overview
The Professional Development, Learning & Community Manager is an organized, detail oriented, proactive individual with excellent communication and service skills. The role will assist with program and community management, create education and learning webinars and events including recruiting speakers, developing course goals and objectives, conducting program evaluation, and building relationships with key leaders. This position is responsible for using time management, project planning and customer service skills to launch successful activities both on and offline. The ideal candidate must demonstrate the ability to multitask, balance competing needs and priorities, exercise sound judgement and be resourceful in problem solving. The position serves as a point of contact for APS members, leaders and other esteemed scientists. The position may assist with awards programs, meeting registration and facilitation and various financial components of project work.

Reporting Structure
This position reports to a leadership team of the Directors of Member Communities and Career and Professional Development and is in the division of Community and Learning, along with teams from marketing, communications, membership and engagement, business development and meetings.

Key Accountabilities:
- Serve as point of contact with key member communities of the Society including Section and Committee leaders, educators and trainees all to create and develop program work that supports the mission and goals of the Society. This work could include developing projects, webinars, onboarding initiatives, short- and long-term planning, and execution of these efforts to support our strategic plan.
- Nurture course/class development in partnership with APS members to support career and professional development initiatives. Establish learning objectives, curriculum content and evaluation methodology and metrics.
- Communicate and develop relationships with society members, authors, program chairs, and vendors.
- Organize meetings and receptions for various constituencies held at the APS Annual Meeting.
- Update Society’s content management system on assigned projects. Create informational reports on programmatic successes, challenges and opportunities.
- Ensures data integrity and accuracy with program work, calendaring and budgeting. Create and distribute accurate correspondence and communications.
- Serve as the host of webinars including providing administrative instructions, responding to technical issues, sharing materials with participants, and sending follow-up information.

Is this you?
- You are smart, organized, and detail oriented. You are solution-focused and a terrific teammate. You build great relationships with colleagues, staff and volunteers.
- You have 3 years of experience or more supporting Association members, committees or special interest groups or worked on an education/professional development team. This role may also be
perfect for someone with education/teaching experience and are looking to transition outside of the classroom.

✓ You are comfortable working with members from around the globe and are committed to creating a welcoming environment for all.
✓ You hold a bachelor’s degree in business, communication, education, or another related field. Added benefit if you have any teaching experience with adult learners or knowledge of science. CAE certification is not required but will be noted.
✓ You are proficient in Microsoft Office, including Excel, and have experience working in database, content and learning mgmt. systems.
✓ You have excellent communication skills, and are confident when corresponding, presenting, and interacting with internal and external stakeholders.
✓ You are data driven and use offline and online metrics to improve performance.
✓ You have a general understanding of accounting and budgeting principles and have managed a budget and deliverables previously.
✓ You are willing to travel out of town and overnight (1 trip of 7 nights and 1-3 trips of 1-2 nights each, annually).
✓ You are able, if occasionally asked, to lift, carry (up to 40 pounds), stoop, bend, climb, crawl, push, pull or perform other physical activities or walk and/or stand for extended periods of time.

Where will you work? From your home.

Covid-19 sent us all home to work. Our team has been adaptable, productive and successful such that we have decided to continue to work from home. We do have office space and there will be times when an in-person division meeting or staff meeting will be held at the office. Some staff work in the office 2 – 3 times per week, others come in once a month. The key here is to identify with your supervisors what works best for you to produce the outcomes we need to serve our staff and members successfully. The APS office is based in Rockville, MD (Washington DC metro area) - at this time we are only open to candidates from this area.

How to Apply

Please send your cover letter and resume to resume@physiology.org. APS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

About APS

Founded in 1887, the American Physiological Society is a global leader in expanding knowledge related to biological function. We connect a multidisciplinary community of nearly 10,000 scientists and educators from around the world, driving collaboration and spotlighting scientific discoveries in physiology and related disciplines.

Our members are advancing treatments and cures for everything from cancer and heart disease to obesity and addiction. They are also deepening our insight into living organisms, helping us to better understand how things like climate change are affecting the world around us.
Today, physiology could not be more important. In fact, physiology is essential to answering virtually every critical question facing us in our understanding of life, health and disease.

**This is Us**
APS is a welcoming and inclusive team of highly skilled, results-oriented professionals, driven to produce excellence for our community and the discipline of physiology. We celebrate and support each other, seek out opportunities to innovate, learn and develop, and prioritize the good of the whole.

**Our Staff Values**
- **We are Inclusive:** We are a diverse community committed to creating a safe environment where individuals are accepted and respected. We recognize each other’s achievements, progress and growth. We celebrate milestones, both professional and personal, with gratitude...and cake!
- **We are Innovators:** We are trailblazers and creative thinkers who develop novel and better ways of doing things, whether large or small. We actively identify trends and adapt those insights to our own environment. We are unafraid to ask questions and challenge assumptions. We seek out other innovators and visionaries to provide inspiration and expand our thinking.
- **We are Agile:** We adapt quickly and strive for constant improvement. We adapt our plans and change outdated processes when they no longer serve the Society’s best interests.
- **We are Courageous:** We are confident and fearless in the pursuit of excellence, driven by personal and shared passion and self-motivation. We are willing to take well-informed risks, make mistakes, and learn from them. We openly and respectfully share our ideas, express our opinions and own our actions.
- **We are Determined:** Our tenacity guides us collectively in our quest to produce excellent results. We are resilient and accomplish our goals, even in the face of temporary setbacks.
- **We are Learners:** We are inquisitive and continuously assess our personal and organizational performance. We take ownership of our own professional development and bring fresh ideas back to the organization.

**What we Offer**
APS offers amazing benefit coverages, some of which include:
- Flexible schedules and ability to work remotely.
- We offer a comprehensive and competitive health and welfare benefits, which includes medical, dental, vision, employer-paid Long-Term Disability, employer-paid life insurance, vacation time, sick time, bereavement leave, 10% employer contribution to retirement, and much more.
- A new and spacious co-working space for staff to use. The building has multiple amenities, including a café, game room, spa-like fitness center with access to showers and lockers, Peloton bikes, treadmills, elliptical machines, and designated bike space. Furthermore, we offer free shuttling services to the nearby metro station and North Bethesda’s premiere destination for shopping and dining, known as Pike & Rose.