



Position Description: Program Manager

JOB TITLE: Program Manager
FLSA STATUS: Exempt, F/T
DEPARTMENT: Science and Education
REPORTS TO: Vice President, Science and Education
LOCATION: Arlington, Virginia (remote work/hybrid considered)

JOB SUMMARY

The Program Manager of Science and Education works collaboratively with BHOOF staff to coordinate and implement healthcare professional education initiatives and continuing medical education programs. This position is responsible for supporting educational program logistics, maintaining accreditation documentation, and ensuring quality program delivery. The Program Manager assists in coordinating medical communications, managing educational content development, and providing administrative support for committees and advisory groups. Working under the direction of the Vice President of Science and Education, this position plays a key role in maintaining project documentation, tracking deliverables, and supporting cross-departmental educational initiatives. This position requires 20% travel for events and/or meetings as needed.

POSITION RESPONSIBILITIES

1. Assists in implementing education plans by coordinating healthcare professional education initiatives, coordinating educational content distribution, and supporting program implementation.
2. Supports continuing medical education efforts through maintaining accreditation documentation, assisting with program logistics, and tracking completion and certification records.
3. Provides administrative support for educational programs including coordinating educational activities, managing webinar technical and logistical support, and tracking educational outcomes.
4. Assists with committee and advisory group support by scheduling and coordinating meetings, preparing meeting materials and minutes, and following up on action items.
5. Supports project management through tracking project deliverables, maintaining project documentation, and assisting with report preparation.
6. Helps coordinate cross-departmental educational initiatives.
7. Supports medical communications by helping maintain scientific accuracy in materials, assisting with content updates, and coordinating review processes.

EDUCATION AND EXPERIENCE

1. Bachelor's degree required in healthcare administration, education, public health, or related field.
2. At least three to five years' experience in healthcare professional education required, specifically involving CME program coordination and medical communications. Must possess proven track record

of coordinating educational program logistics, maintaining accreditation documentation, managing project deliverables, and supporting healthcare professional education initiatives.

JOB QUALIFICATIONS AND SKILLS

1. Strong organizational and time management skills with demonstrated ability to track multiple projects, maintain detailed documentation, and support program implementation while meeting established deadlines.
2. Excellent verbal and written communication skills with ability to coordinate effectively with committees, advisory groups, and cross-departmental teams.
3. Proficient in educational technology platforms, webinar systems, and software applications including Microsoft Office Suite (Word, Excel, PowerPoint), project management tools, and virtual meeting platforms.
4. Experience in coordinating medical/scientific content development processes, managing review workflows, and maintaining accuracy in educational materials.
5. Demonstrated ability to work independently while supporting team objectives, with strong attention to detail and a collaborative, solution-oriented approach.
6. Proven track record of providing administrative support for educational programs, including meeting coordination, materials preparation, and follow-up documentation.
7. Self-motivated professional with the ability to prioritize tasks, adapt to changing priorities, and maintain high-quality work in a fast-paced environment.

The salary range for this position is \$65,000 – \$75,000. At BHOF, a wide range of factors are considered when making compensation decisions including and not limited to skill set, experience, training, education, and knowledge. BHOF offers 403(b), PTO, commuter benefits and professional development for eligible employees.

Interested candidates should email their résumés to Debra Erikson at employment@bonehealthandosteoporosis.org. Candidates are encouraged to apply by no later than December 2, 2024. The position will begin on January 6, 2025.