

AAOHN Director of Education

The American Association of Occupational Health Nurses (AAOHN) is seeking a dynamic and experienced nurse to join our team as the Director of Education. A successful candidate will be responsible for oversight and management of the Nursing Continuing Education Approver and Provider Units. They will work closely with AAOHN staff and volunteers to maintain the high quality of AAOHN's educational offerings and to assure compliance with American Nurses' Credentialing Center (ANCC) requirements. The ideal candidate for this position holds a master's degree, has previous experience in educational and program development, a track record for innovation and creativity, a strong ability to work with a team, and an in-depth knowledge of the occupational and environmental health industry and practice.

Reporting Structure:

- The AAOHN Director of Education's first line of reporting is to the AAOHN Executive Director.
 - The AAOHN Director of Education reports ultimately to the AAOHN Board of Directors.
-
- Drives the direction of all AAOHN's education.
 - Establishes collaborations between research, practice, conference, and education committees for the development of educational products and services for the AAOHN membership.
 - Oversees the activities and management of the AAOHN Nursing Continuing Education Approver and Provider Units and is responsible for their successful operations, including maintaining compliance with American Nurses' Credentialing Center (ANCC) requirements and reaccreditation application cycles.
 - Responsible for the successful completion of the AAOHN Annual Conference educational sessions, including directing and engagement of conference planning committee, overall programming design to meet AAOHN's educational goals, oversight of speakers and proposed content, evaluation data analysis and reporting
 - Demonstrates a high level of intellectual curiosity and can creatively interpret and leverage potential upcoming trends in the occupational and environmental health practice.
 - Works closely with volunteer committees and project teams to solicit appropriate individuals to author, edit, and deliver CE offerings, publications and products and provides oversight for all educational program sub-contractors, including editors and/or volunteers.
 - Maintains current online education program and supervises continued development of future online education programs/offerings.
 - Collaborates and communicates with staff to assure the accuracy of educational content in all marketing materials for production, for educational projects, research and grant projects, and practice initiatives.
 - Provides input during development of annual budget for education-focused committees, Annual Conference, and education products/projects.
 - Utilizes project management skills to develop, implement, evaluate and track action plans to meet objectives, including deliverables based on the strategic plan.
 - Works collaboratively with AAOHN staff to encourage collegial support and to ensure the

realization of educational goals.

- Monitors and interprets trends in adult and nursing education and research.
- Explores new technology as a method of delivering education and practice information and encourages innovation in formats, media, and educational information dissemination.
- Serves as AAOHN's primary authority on all matters related to education, grants, and practice, and in that capacity, attends meetings of the AAOHN Board of Directors.
- Works with AAOHN's Executive Director and Education Team to manage and identify potential education partnerships.
- Provides information that will assist AAOHN to apply for grants and sponsorships.

If you are interesting in applying for this position, please submit the following:

- Resume/CV
- Cover Letter with requested salary range, salary is negotiable
- A minimum of two examples of educational products or programs that have been developed by the applicant in the past three to five years

Applications that do not contain all three of the above requirements will not be considered.

Applications and questions about this position should be directed to AAOHN's Executive Director, Kaye Englebrecht at kenglebrecht@aaohn.org.