



Education and Membership Assistant

Position Summary

Responsible for management of Continuing Education and coordinating details of online LeadingAge Kansas education programming as well as assisting with in-person education as needed.

Status

Non-Exempt, Hourly, Full-Time
Overtime Approval by Supervisor Required

Reports To

Reports to the Director of Education

Job Duties

1. Education

- a. Manage all aspects of Continuing Education for the Association including:
 - i. Assure that all event attendees are registered appropriately in the database and track CEUs for participants according to Association Policy and established best practices.
 - ii. Coordinates the registration process on-site at event.
 - iii. Track non-payment of registrations and follow-up as necessary to collect payments.
 - iv. Create and mail certificates and administrator forms to event participants within 2 weeks of event.
 - v. Prepare annual reports for the Kansas Department of Aging and Disability Services, Health Occupations and Credentialing for Administrator, Operator and Dietician Continuing Education.
 - vi. Prepare annual reports for the Kansas Board of Nursing for RN, LPN and APRN Continuing Education.
 - vii. Secure SHRM Credits where appropriate and keep track of all CEUs provided in this area.
- b. Coordinate & execute all details of LeadingAge Kansas (and affiliates), online and webinar-based education events including:
 - i. Placing online courses in LearnDash
 - ii. Book speakers for webinars and online courses; prepare speakers for courses; ensure all speakers are paid in accordance to contract.
 - iii. Sets up registration and tracks continuing education.
 - iv. Markets online education and webinars in newsletters and through brochures.
 - v. Assures webinars are uploaded appropriately to Vimeo with appropriate descriptions and consistent titles.
 - vi. Assures excellent experience for learners which includes improved customer service, usage of polls and group-based discussions within webinar and online settings.
 - vii. Key contact for coder.

- viii. Assists CEO with setting up and recording Board Meetings as requested.
- c. Serves on the Education Planning Swat Team.
- d. Assists the Director of Education and Expos as requested – this may include attending in-person events.
- e. Works with Director of Education and Expos to develop and execute comprehensive marketing plan for education which includes goal setting for numbers of attendees, clubs, etc. Embraces use of social media and works with office team to infuse that throughout marketing and offerings as appropriate.
- f. Works with Director of Education and Expos to develop and maintain budget for the department and individual educational sessions.
- g. Assists in the development of quarterly reports for Management Team & Board including but not limited to established association benchmarks.
- h. Track and keep staff updated on The Edge Club members. Assure they are always updated in Memberclicks.

2. Membership

- a. Phone and Mail Backup when Front Office Assistant isn't available according to established Association Policies.
 - b. Coordinates Annual membership visits (OPWs)
 - c. Coordinates new employee/member connections according to association policy
 - d. Presents about LeadingAge Kansas to Administrators-in-Training through KACE AIT day quarterly.
3. Assist with other special projects and duties as assigned.

Qualifications

- Bachelor's degree or equivalent experience preferred in Communications, Event Planning, Continuing Education Administration, Online Course Systems and Administration of Webinar-Based Learning.
- Excellent organization skills and attention to details.
- Proven multi-project management skills - able to handle multiple tasks simultaneously in a fast-paced work environment while meeting deadlines.
- Exceptional interpersonal, written and verbal communication skills with the ability to thrive in a Team Environment.
- Proficient in Word Processing, Excel, database, internet and social media
- Ability to travel 20% of the time in-state.
- Committed to a membership for a nonprofit association that affirms quality services and care to older citizens.
- Desire to learn new things and possess a general sense of curiosity.
- Community Involvement.
- Ability to analyze data.
- Experience in adult education.
- Proficient in Social Media (specifically Facebook, Twitter, Vimeo and YouTube).