

Job Title: Education Coordinator Position
Reports To: Director of Professional Education

Job Summary:

This position assists in the coordination of educational activities related to the production, implementation and evaluation of SGO's online learning platform, live courses, enduring materials, and other potential programs with additional involvement in other areas of association management as required. The coordinator will be a point of contact for volunteers, staff and other organizational leaders. This position requires multi-tasking, problem solving, and attention to detail.

Duties and Responsibilities:

- First responder to education emails.
- Assist Director with reports to the Joint Accreditation bodies.
- Maintains CE spreadsheet of education programs used for reporting to the Accrediting bodies.
- Collects, tracks, manages, and organizes speaker disclosure forms, presentation information, collating final presentation.
- Keeps Department Director and Education Manager apprised of any changes to the faculty disclosures.
- Supports Department Director with CE applications for affiliate organizations.
- Schedules committee, volunteer, and presenter/course director calls, including but not limited to assisting with developing and dissemination of the agenda, and follow up information.
- Assists in researching background for Education Department communications.
- Creates survey and reports on evaluation outcomes (pre-meeting, post activity evaluation, 90-day outcomes, and other evaluations/surveys as needed) and disseminates to appropriate staff and volunteers when needed.
- Updates evaluations in SurveyMonkey and other survey tools per direction from Director/Manager.
- Collaborates with Education Manager to learn SGO's learning management system to help volunteers and staff access programs and educational materials.
- Attends staff and department meetings to take notes and contribute to staff to do lists, agendas, and follow-up for weekly, monthly, and ongoing activities.
- Assists Manager with the Foundation's patient webinar series.
- Performs other duties as assigned.



SOCIETY OF GYNECOLOGIC ONCOLOGY

JOB DESCRIPTION

Qualifications:

Candidate must have a Bachelor's degree from a (4) year college or university and possess knowledge of Microsoft Office, Association Management Systems and survey tools such as, but not limited to SurveyMonkey. Previous association management and education background, including but not limited to basic understanding of CE criteria, program development processes, faculty management and faculty disclosure forms/databases preferred. Must be able to work with minimal guidance, be able to problem solve, and have a positive attitude.

Working Conditions/Physical Requirements:

This position can be physically demanding, requiring annual travel, weekend work, and overtime during SGO events. The incumbent must be able to stand for extended periods of time and lift items up to 25 pounds.

About SGO:

The Society of Gynecologic Oncology (SGO) is the premier medical specialty society for health care professionals trained in the comprehensive management of gynecologic cancers. As a 501(c)(6) organization, the SGO contributes to the advancement of women's cancer care by encouraging research, providing education, raising standards of practice, advocating for patients and members and collaborating with other domestic and international organizations.

Mission: To promote excellence in the care of women at risk for or affected by gynecologic cancer through advocacy, education, research and inter-disciplinary collaboration.

Vision: To eradicate gynecologic cancers.

Equal Opportunity Employer:

The Society of Gynecologic Oncology (SGO) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Send resumes to: education@sgo.org

Applicant should put in the subject line: **SGO Education Coordinator Position**