

Director of Programs

Roles:

- Develop Educational content for the educational programs that meet and exceed chapter goals and objectives
- Educate committee chairs with processes, procedures and tools to achieve committee objectives

Skills and Experience Required:

- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills

Reports to: VP of Education

Specific Responsibilities:

- Work with Sponsorship/Venue Procurement to manage RFP process for all educational programs
- Perform site selections for all educational programs (as needed)
- Contract speaker/content
- Coordinate logistics for educational programs, including menu selection, AV needs, room set up, and registration, speaker hotel/travel, and livestreaming as needed