



PQA POSITION DESCRIPTION

Title: **Education and Events Manager**

Supervisor: Director, Education

FLSA Classification: Full-time / exempt

Location: Alexandria, VA (Hybrid)

ABOUT PQA

PQA, the Pharmacy Quality Alliance, is a national quality organization dedicated to improving medication safety, adherence and appropriate use. A measure developer, researcher, educator and convener, PQA's quality initiatives support better medication use and high-quality care. A non-profit organization with approximately 220 diverse members across healthcare, PQA is a unique alliance in healthcare. It brings pharmacies, health plans, health care providers, pharmacy benefit managers, biopharmaceutical companies, technology vendors, government agencies and others together to build consensus and collaborate to improve medication use quality.

POSITION OVERVIEW

Conferences, in-person and online meetings and education are core interrelated functions for PQA, as we bring the industry together to develop, learn about and share best practices for quality strategies, quality measures, related tools and supporting research.

The Education and Events Manager supports the delivery of PQA's convening and education activities, including but not limited to the annual meeting, leadership summit, webinars and other online events, continuing education programs, workshops, forums and staff meetings.

The manager provides project management and administrative support for PQA's activities and serves as a liaison for programmatic faculty, workshop participants and internal and external speakers for PQA's meetings and events. The manager also contributes to the evaluation of educational and convening activities.

The manager reports to the Director of Education and works collaboratively with staff across the organization. The ideal candidate is organized, energetic, forward-thinking and creative. This position requires an individual who can work efficiently on several projects simultaneously, is results-oriented, has prioritization skills and can adapt to a fast-paced, deadline-driven and changing environment.

ESSENTIAL RESPONSIBILITIES

Education

- Project management to organize, package and support the delivery of educational programs through a variety of channels, including in-person events, online events and on-demand products.
- Conduct analysis and prepare reports on educational programs and products to measure success and inform future strategies.
- Serve as a point of contact for inquiries about educational offerings, systems and platforms.
- Provide administrative and operational support for PQA's student and professional programs.
- Operate learning platforms or a Learning Management System (LMS) and coordinate the technical activities for implementing on-demand courses and maintaining or adding educational content.

Meetings

- Responsible for speaker management for all meeting and education offerings; work with the meeting technology platform (such as Cadmium) to support abstract collection and speaker management.
- Collaborate with educational faculty and presenters on logistical details and practice sessions related to in-person and online programs.
- Plan and execute online meetings, including setting up and managing the meeting on the online platform (such as Zoom).
- Support in-person meeting planning, production and logistics as required.
- Assist on-site at in-person events with meeting production, logistics and speaker management.

QUALIFICATIONS & EXPERIENCE

- A minimum of 2-3 years of full-time related experience in event, meeting or professional educational program support or office administration.
- Bachelor's degree required. A bachelor's degree in a healthcare-related field is a plus.
- Association management experience preferred. Health care association or project management experience is a plus.
- Excellent written and oral communication skills.
- Outstanding customer service skills.
- Ability to manage multiple projects and priorities, to work independently and in teams, proactively and directed.
- Self-starter, able to anticipate needs and take initiative.
- Fast learner, flexible and adaptable.
- Computer proficiency, including Microsoft Office Suite and Zoom.
- Experience with or willingness to learn new systems, such as association management systems and websites.
- Experience assessing programs, developing reports and recommendations is preferred.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment
- Employee is regularly required to stand, sit, talk, hear and use hands and fingers to operate a computer and telephone
- Close vision requirements due to computer work

TRAVEL

Occasional travel to attend the PQA Annual Meeting, Leadership Summit, other events and internal team meetings.

APPLY

Sponsorship not available.

Interested candidates should submit a letter of interest accompanied by a resume and/or curriculum vitae to careers@PQAalliance.org.

EEO Statement

PQA is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age (40 and older), race (including traits historically associated with race, which includes hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, religion (including any outward expression of religious faith, which includes adherence to religious dressing and grooming practices and carrying or displaying religious items or symbols), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), marital status, military status (including status as a uniformed servicemember, a veteran, or dependent of a servicemember), or any other status protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

This job description does not imply that the stated requirements are the only expectations for the job. Incumbents are expected to perform any other duties that may be assigned. PQA has the right to revise this job description at any time. PQA is an “at-will” employer and as such, neither this job description nor your signature constitutes any form of contractual agreement between you and PQA.