



## **Director of Education and Professional Development**

The Pennsylvania Academy of Family Physicians is a nonprofit association representing more than 5,500 family physicians, residents and medical students across Pennsylvania. We are the fourth largest state chapter of the American Academy of Family Physicians.

We're seeking an experienced professional to lead the development and delivery of high-quality education programs, CME activities, and member events. This role blends program strategy, event management, marketing/promotional tactics and stakeholder collaboration to create impactful experiences for our members.

As a mission-driven association, we support the delivery of high-quality health care, help develop the next generation of family medicine physicians, and strengthen the skills of practicing family doctors through innovative education and professional development.

### **Key Responsibilities**

- Design and manage educational programs (accredited and non-accredited)
- Oversee conferences, events, and professional development initiatives
- Ensure compliance with accreditation standards (CME preferred)
- Manage relationships with speakers, partners, and sponsors
- Lead marketing and audience engagement efforts
- Evaluate program performance and learner outcomes
- Identify opportunities to grow and enhance education offerings

### **Qualifications**

- 5-10 years of experience in education, healthcare, or associations
- Strong program and event management skills
- Experience with CME or accreditation standards preferred
- Excellent communication and stakeholder management abilities
- Familiarity with MS Office 365, CMS and LMS platforms, and event/registration technology
- Bachelor's degree required; advanced degree or relevant certifications a plus

### **Work Environment**

- Hybrid role with remote and in-person responsibilities (must reside in Pennsylvania, preferably within one hour of Harrisburg)
- Occasional travel for conferences and events
- Fast-paced, collaborative environment with multiple projects
- Supportive, mission-driven team focused on quality work in service to our members

## **Benefits and more**

- Compensation is commensurate with experience and qualifications.
- Company paid health and welfare benefits, including medical, dental, vision, life, and Short- and Long-Term Disability
- Flexible Spending Accounts for eligible health care expenses
- Generous paid vacation and sick time accrual
- Defined contribution retirement plans with employer match
- Annual professional development budget

PAFP/F provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status under applicable law.