



Opportunity Description

Continuing Education Specialist

Suburban Health Organization (SHO) is a healthcare solutioning organization comprised of independent hospitals and community-based healthcare providers working together to improve access to the highest quality healthcare. Incorporated in 1994, SHO serves its members by providing a collaborative forum to facilitate desired levels of integration and outcomes, while allowing care to remain local and preserving deep-rooted ties to their respective communities. For more than 30 years, this synergetic group has created value by forming shared services, leveraging their combined purchasing power, sharing best practices, and founding innovative solutions to some of healthcare's biggest challenges. Through partnership, we are ensuring that vital, independent community health systems continue to thrive. Together, we are creating healthier communities. We seek a full-time Continuing Education Specialist to join our team.

The Continuing Education Specialist will execute collaboration strategies and initiatives, as well as support ongoing efforts to deliver Continuing Education programs to the SHO hospitals and their clinical staff. The successful candidate will assist with the development of marketing materials, creation of regular updates to key stakeholders, and facilitation of activity tracking. The ability to multi-task and work in a multiple project environment is a key element of this role.

Responsibilities include:

- Assisting in the collection of documents for Continuing Education (CE) activities
- Entering information into the CME Web Tracker and running reports
- Summarizing CE activity evaluations and annual evaluations
- Proofreading documents
- Assisting in maintaining the CE website
- Assisting with CE meetings (in person and virtual), including but not limited to, printing/collating meeting materials, monitoring meeting attendance, setting up/tearing down meeting rooms and refreshments, and assisting with virtual meetings
- Auditing CE activities, when assigned
- Assisting with the development of Enduring Materials, including recording presentations, editing recordings, and developing Survey Monkey evaluations
- Responding to participant requests, as appropriate, including running certificates and transcripts
- Attending trainings and meetings, as assigned
- Completing CE and Education Taskforce meeting minutes
- Ensuring CE documents/activity files are saved in Microsoft Teams and kept current
- Supporting operational activities as assigned, including but not limited to Affinity Groups and system applications

Qualified candidate will possess:

- Strong Communication and Customer Service skills to engage with diverse audiences professionally and effectively
- Strong organizational, problem-solving, and project management skills
- Excellent attention to detail
- Bachelor's degree in Healthcare Administration or a related field preferred
- Knowledge of Microsoft Office products
- Comfortable with both in-person and remote working environments

For more information, please visit: www.suburbanhealth.com
Please send emails and resumes to jobs@suburbanhealth.com.