

ANAC Program and Education Director Full-time Position

The Association of Nurses in AIDS Care (ANAC) seeks an experienced person that will develop and expand educational and other programming services for ANAC members and the wider healthcare provider community and provide support to related ANAC committees, affiliates and activities.

This is a full-time position that will report directly to the Executive Director.

Job duties

Duties will include:

- Developing a strategy for educational programming (content, delivery channels, audience) for ANAC members and other constituents that aligns with ANAC mission, values and strategic plan
- Working with the executive director and grants writer in researching and responding to funding opportunities and partnerships to support educational programming that align with ANAC mission, values and strategic plan
- Developing and implementing (or coordinate the implementation of) strategies, including educational efforts and programs. Examples include but are not limited to: webinars, online offerings, chapter meetings, publications and products such as white papers, tools and resource guides.
- Identifying and coordinating the efforts of ANAC content experts to provide expertise to various components of the educational strategy and implementation plan
- Developing and monitoring budgets for components of the education strategy
- Collaborating with the communications/marketing team to develop content and web-based tools that support educational programming
- Providing staff support to the research, palliative care, rural and other related ANAC affiliates and entities as assigned by working remotely with nursing leaders, who are committee and group chairs
- Managing the on-going recruitment of ANAC volunteers for committees and on-boarding of those selected
- Collaborating with ANAC CNE Director in expanding and streamlining the ANAC CNE program
- Assisting the ANAC conference committee in developing programming for the ANAC annual conference
- Occasional travel to ANAC chapters and other meetings as required (10-15%)

Qualifications and desired skills

- Knowledge of and experience in nursing, inter-professional education/collaboration, public health, HIV awareness or global healthcare
- Commitment to nursing, public health, human rights and global community

- Independent self-starter with organizational and analytical skills
- Proactive, can-do attitude and entrepreneurial spirit; follows through with genuine collaborative team abilities and approaches
- Strong oral, written and presentation skills
- Ability to support and coordinate the efforts and contributions of experienced and emerging ANAC content experts from varied nursing and related health and academic backgrounds

Education and experience

- Bachelor's degree and experience required. BSN, MSN or MPH preferred
- Minimum five-seven years' experience in developing and delivering health, nursing education and/or public health educational programming for professional audiences
- Strong project management and analytical skills with demonstrated ability to set priorities and meet competing deadlines
- Proficient in MS Word, Power Point, Excel, social media tools

Please send the following to Erin Myers (erin@anacnet.org):

1. Cover letter with salary expectations
2. CV/resume
3. Recent professional writing sample
4. Names of two references (who will not be contacted until after interview).

Incomplete applications will not be considered. No phone calls please.

Salary is competitive with a generous benefits package. The program and education director may work remotely from home (in the US) or at the ANAC office in Washington, DC or Philadelphia. There is no relocation or moving stipend provided. A part-time position (>50%) may be negotiated for the appropriate candidate.

The Association of Nurses in AIDS Care (ANAC) was founded in 1987 as the professional organization for HIV/AIDS nurses with the mission to promote the professional development of nurses and others involved in the delivery of health care to persons living with HIV and its co-morbidities and to promote the health and welfare of people living with HIV globally. With over 2,000 members and 40 local chapters, the majority of members are in the US, but there is a growing contingent of global members. ANAC members work in a variety of clinical, research and academic settings including hospitals, universities, Ryan White funded HIV clinics, STD clinics, state and local Health Departments, other government agencies and community based organizations.