

Continuing Professional Development Program Administrator

Description

This is a full-time position, working directly with the Continuing Professional Development team at Mid-Carolina AHEC in Lancaster, SC.

Provide strategic support and management of the CPD process.

- Responsible for managing and executing the day-to-day process for planning, development and implementation of continuing professional development programming.
- Keen attention to detail: responsible for maintaining detailed, accurate and accessible internal/external records, *including answering phones and follow up.*
- Responsible for entering and retrieving data: prepares computer generated reports as required.
- Responsible for consistently maintaining and following up on critical deadlines associated with CPD process
- Responsible for proactively and consistently following up with internal/external constituents on CPD process/projects.
- Responsible for processing invoices and performing routine financial reconciliation across programming.
- Assisting the CPD Coordinators on maintaining overall fluidity and streamlined efficiency of the CPD process and on aligning the process with program direction and priorities.
- Responsible for building and manage the company's social media profiles and presence including Facebook, Twitter, LinkedIn, Piktochart and additional channels that may be deemed necessary. *Design, develop and distribute marketing/educational materials for all programming.*

Qualifications

- Associate degree.
- Creative problem solver, multi-tasker and self-starter with an optimistic attitude, mature judgment, and willingness to be a strong team player with the ability to work independently.
- Superior communication skills (*in-person, email, phone, providing status reports, updates, strong writing skills, proficiency with online/web-based meetings*).
- Great problem-solving skills and ability to complete tasks while learning.
- Motivated by helping others perform at highest levels in service of the organization and its mission.
- Reliable, self-motivated, focused, positive attitude, proactive and solution-oriented problem solver, able to adapt to changes in priorities, structures, tasks and goals.
- Strong record-keeping and document management skills.
- Ability to create and sustain strong working relationships utilizing email, telephone, chat platforms and IM.
- Ability to work and thrive in a fast-paced, rapidly-changing work environment.
- Excellent interpersonal skills including ability to effectively partner with external constituents.
- Strong collaborator with comfort using shared documents and daily check-ins to accomplish the organizational goals working with colleagues remotely. Superb task management skills.
- Proficient computer skills in Office 365, Piktochart, Excel.

Send resume to:

Director

PO Box 2049

Lancaster, SC 29721-2049