



Job Title:	Project Manager	Reports to:	Associate Executive Director, Programs
Department/Group:	Programs	Date:	10/8/2021
Location:	Chicago, IL or remote	Travel Required:	6-8 times per year
Direct Reports:	None	Position Type:	Full Time, 5-year grant funded
Job Description			
<p>POSITION OVERVIEW</p> <p>This position supports the AES mission in the creation and dissemination of educational resources for professionals working to eradicate epilepsy and its consequences. The project manager will coordinate all activities related to “Disrupting Disparities: Documenting and Addressing Gaps in Epilepsy Care through Healthcare Provider Education and Training” project funded through a CDC grant.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Reports directly to the Principal Investigator for project and is responsible for engaging with key partners and stakeholders to manage project coordination. • Develops and monitors project timelines. • Coordinates assigned activities and projects to ensure that quality standards and milestones are met. • Serves as point of contact for questions and technical support related to grant project. • Creates and manages shared project management and resource tools across partners (such as Drop Box and other shared file systems). • Facilitates development and distribution of promotional materials in conjunction with program partners and other AES staff. • Works with meeting planner in managing logistics for in-person and virtual meetings or trainings. • Coordinates logistics and technical aspects for developing, promoting, and posting webinars and other e-learning program resources. • Collect data and prepare reports on data identified for evaluation and success measurement, including maintaining databases required for annual reporting. • Monitors program budget and prepares required financial and status reports for the grant project. • Provides Principal Investigator and project team with regular reports of activities and project status. • Other duties and project support as assigned. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Minimum bachelor’s degree, preference for health sciences, health education, or related field. Master’s degree in public health, education, or related field preferred. • Minimum 5 years of project management experience, preferably in a professional education setting with additional preference for experience in public health initiatives. • Experience at a healthcare non-profit, medical education, association, community health or other healthcare related organization highly desired. • Project budget management and database management experience. 			



PREFERRED SKILLS

- Ability to problem solve and make decisions independently but appropriately escalates issues to PI.
- Demonstrates initiative and takes ownership for assigned work and work product.
- Ability to work in a fast-paced environment, ensuring deadlines are met.
- Detail-oriented, ability to multi-task, ability to work independently.
- Exceptional oral and written communication. Able to communicate across organization levels; able to convey complex information clearly.
- Strong interpersonal skills, ability to interact with partners, professional volunteers, and staff effectively and diplomatically.
- Knowledge of health care systems, public health, nonprofit organizations desirable.
- Proficiency in Microsoft® Office (Word®, Excel®, PowerPoint®, Outlook®)

AES VISION

The vision of the American Epilepsy Society is to eradicate epilepsy and its consequences.

AES MISSION

The mission of the American Epilepsy Society is to advance research and education for professionals dedicated to the prevention, treatment, and cure of epilepsy.

AES VALUES

- We are dedicated to improving the lives of people with epilepsy.
- We embrace innovation and strive for excellence in everything we do.
- We are an inclusive, collegial community, which enriches the experiences of all involved.
- We value collaborating with other organizations that are aligned with our mission to achieve greater results.

AES is an Equal Employment Opportunity employer. Equal Employment Opportunity is a fundamental principle of the American Epilepsy Society, where employment is based upon personal capabilities and qualifications without discrimination based on race, color, sexual orientation, gender identity, religion, sex, age, national origin, military history, disability, genetic information or any other protected status. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. The American Epilepsy Society prohibits employee conduct that results in discrimination. Each manager and supervisor is responsible for implementing and supporting this policy. Anyone who violates another's rights in any of these areas is subject to dismissal. Discrimination is not tolerated in any form by AES and appropriate disciplinary action may be taken against any employee violating this policy.

Approved By:	Eileen M. Murray	Date:	September 29, 2021
Last Updated By:	Eileen M. Murray	Date/Time:	October 7, 2021