

Educational Program Manager

Council of Medical Specialty Societies (CMSS)

Position Title:	Educational Program Manager
FLSA Classification:	Full-time; Exempt
Supervisor:	CMSS Chief Operating Officer
Location:	Washington, DC/VA/MD Area (Hybrid)
Salary Range:	\$100,000-115,000 Annually, commensurate with experience

About CMSS

The [Council of Medical Specialty Societies \(CMSS\)](#) is a dynamic and growing non-profit organization representing over 50 leading medical specialty societies, collectively serving nearly 1 million physicians across the nation. Our mission is to advance the expertise and collective voice of specialty societies in support of physicians and the patients they serve.

At CMSS, you will be a vital member of a team that is empowering medical societies, building a strong and united healthcare community, and leading the charge on critical issues to advance patient care.

Position Description

The CMSS Educational Program Manager will support CMSS in its growing organizational needs in education, communications, and technology integration. This position manages CMSS learning communities, development of educational resources, programming of educational events, and organizational communications.

Responsibilities

- Support development and execution of CMSS educational strategy to its primary and secondary audiences: specialty society staff and individual physician learners, respectively
- Support development and coordination of CMSS educational programming across a variety of formats, including in-person or hybrid events & conferences, webinars, virtual live learning activities, and asynchronous virtual learning via the CMSS Learning Center
- Design and coordinate learning communities and related initiatives across multiple CMSS programs
- Guide development of learner objectives, agenda development, and session planning for meetings and conferences
- Manage the CMSS Learning Center and promote and expand its use
- Oversee Program Committee activities and help define roles, responsibilities, and processes across committees

- Utilize AI tools (e.g., Claude) to improve workflows and enhance document production
- Collaborate closely with a hybrid team including program, meetings, finance, and administrative staff to execute all education activities
- Support engagement with CMSS Industry Partners to encourage their participation in and support of CMSS education activities
- Work closely with CMSS Professional Peer Groups (PPGs), notably the Continuing Professional Development PPG and Meetings PPG
- Oversee accreditation activities for the organization, including administration and reporting requirements for CAE and CME credits (via Joint Providership)
- Assist with organizational communications and content strategy, with an emphasis on communicating about CMSS educational offerings to members and interested non-members/external stakeholders
- Streamline communications for large-scale events across a variety of channels, including social media (primarily LinkedIn)
- Produce clear, well-written reports, evaluations, and organizational documents
- Provide programmatic support to other CMSS programs, as needed

Qualifications:

- Bachelor's degree in a relevant field (education, public health, nonprofit management, communications, or related area)
- 5-7 years of experience in educational programming, communications, meeting management or a similar role, preferably in a healthcare, non-profit, or association setting
- Expertise in adult learning principles; experience with instructional design and educational program development a plus
- Strong understanding of accreditation and credit administration; experience managing CME and/or CAE credit portfolios a plus
- Strong organizational skills with an ability to manage multiple tasks and priorities simultaneously
- Excellent written and verbal communication skills, with an ability to convey information clearly and professionally
- Experience supporting executive-level staff or committees
- Proficiency in association technology, including abstract submission/speaker management systems, learning management systems, and email marketing systems
- Proficiency in Microsoft Office Suite and familiarity with project management tools
- A detail-oriented approach with a commitment to accuracy and quality in execution
- Comfort with technology and interest in AI-powered tools and automation

Key Competencies:

- Attention to Detail
- Collaboration and Teamwork
- Time Management and Prioritization
- Problem-Solving and Resourcefulness
- Initiative and Accountability



Additional Details

Physical/Work Environment:

This position is hybrid in Washington, DC/VA/MD area. Average one day in-office per week (Washington, DC – Downtown).

No lifting over 20 pounds, minimal reaching bending and stooping. Performs work in a virtual office environment with long hours in front of the computer.

Other Necessary Requirements:

Periodic travel (4-6 times per year) for activities such as out-of-town events, venue site visits, and in-person project meetings is required.

CMSS is committed to fostering an inclusive workplace. CMSS is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.

Applications

Submit your resume and cover letter to CMSS Employment at employment@cmss.org.