



## Online Education Coordinator

### Job Title: Online Education Coordinator

**Job:** Full time, flexible working contract format, remote working possible:

- 1) 2-year contract with a possibility of permanent employment, in Luxembourg
- 2) Consultancy contract (min. 3 years), remote

**Location:** Luxembourg / Remote

**Job objective:** The Online Education Coordinator is responsible for the administration and facilitation of online educational activities. He/she also assists with the management of the ESSKA Academy – the online educational platform.

Office-team is small, with occasional intense periods, so you will need a sense-of-humour and adaptability.

### Main responsibilities:

- Coordinate online educational activities
- Coordinate and implement the ESSKA Certification programme
- Assists with the management of the ESSKA Academy
- Schedule and run webinars, practice sessions and technical checks
- Contribute to marketing and promotion of the education activities (blurbs, newsletter, simple edits, social media posts, etc.)
- Statistics reports (webinar registrations, platform users statistics etc.)
- Coordinate CME accreditation: application and follow-up
- Streamline the workflow to ensure that tasks are performed in the most efficient way, and work collaboratively with other team members and volunteers

### Skills and abilities required:

- Experience in project managing and implementing online and/or face-to-face educational programs
- Past association related work experience and knowledge of continuing medical education is a plus
- Proficient management of CRM (Microsoft Dynamics), experience with Zoom webinars and educational or meetings platform
- Native or fluent English
- Excellent organization and planning skills
- Excellent written and verbal communication skills



- Strong time management and ability to multi-task and to prioritize work
- Ability to work independently as well as part of a team
- Positive mind-set and “Can do” spirit

## **About ESSKA**

Medical non-profit association based in Luxembourg ([www.esska.org](http://www.esska.org))

## **How to apply:**

If this sounds like your profile, please send your CV in English and a brief cover letter specifying how your past experience fits you for the role.

Please send your application to: [info@esska.org](mailto:info@esska.org) with your Name and Online Education Coordinator in the email subject.

***Please, note that only shortlisted candidates will be contacted.***

Deadline for applications **30 June 2022**