



JOB TITLE: Continuing Education Specialist

DESCRIPTION

The Continuing Education (CE) Specialist supports accreditation-related projects that align with the mission, vision, and strategic goals of ADCES. This role contributes to the coordination of Continuing Education (CE) and Continuing Medical Education (CME) activities, helping ensure compliance with accreditation standards and supporting efficient program operations.

The Specialist works closely with internal teams and external stakeholders to implement CE programming, assist with process improvements, and help ensure activities are timely, high-quality, and aligned with Joint Accreditation requirements.

DUTIES AND RESPONSIBILITIES

- Facilitate CE accreditation processes for Coordinating Bodies (CBs) and Local Networking Groups (LNGs), ensuring compliance with Joint Accreditation and ADCES policies.
- Advise CB and LNG education leaders on CE accreditation requirements and application procedures.
- Oversee CE/CME activity requests, documentation, and submission to accrediting bodies.
- Develop and deliver training for CB/LNG leaders on accreditation standards and systems.
- Support conference accreditation tasks, including onsite speaker management at the annual conference.
- Maintain CE activity files and update departmental manuals, SOPs, and review criteria annually.
- Coordinate internal staff, SMEs, and external partners to support CE initiatives.
- Maintain up-to-date CE materials on ADCES Connect, ensuring users are informed of changes.
- Analyze workflows and apply best practices to improve CE operations.
- Stay current with CE/CME accreditation updates via ongoing training.
- Oversee data entry and validation of CE accreditation information in Association Management Software (NetForum).
- Manage post-activity data for live CE/CME programs and respond to certificate or CE inquiries.
- Submit timely National Association of Boards of Pharmacy Continuing Pharmacy Education (NABP CPE) Monitor uploads for live and enduring content, including CB/LNG programs.
- Lead recruitment, onboarding, and support for the CE Peer Reviewer Committee, including conducting audits and recognition initiatives.
- Serve as the primary administrator for the Joint Accreditation Program and Activity Reporting System (JA-PARS) ensuring accurate, timely data management.



- Manage evaluation processes for CB/LNG activities and internal programs (live, enduring, and webinars).
- Collect and analyze evaluation data to identify improvements and inform planning; prepare reports on CE/CME outcomes, participant engagement, and compliance.
- Collaborate with senior leaders to enhance CE-related policies and ensure alignment with accreditation requirements and organizational priorities.

QUALIFICATIONS

- Minimum 2 years of experience in CE/CME required.
- Experience in an association or academic setting preferred.
- College coursework in education, healthcare, or related field preferred. Bachelor's degree preferred.
- Experience with project management and volunteer committee engagement a plus.
- Demonstrated knowledge of CE/CME accreditation standards, particularly Joint Accreditation.
- Familiarity with NABP CPE Monitor preferred.
- Understanding of adult learning principles and ability to write measurable learning objectives.
- Proficiency with Association Management Software (AMS) platforms; NetForum experience preferred.
- Strong skills in Microsoft Office Suite (Word, Excel, PowerPoint); basic HTML a plus.
- Confident in leading group training sessions.
- Highly organized, detail-oriented, and deadline-driven.
- Excellent written and verbal communication skills.
- Strong customer service orientation and interpersonal skills.
- Ability to manage multiple projects independently and collaboratively.
- Critical thinker with a proactive, solution-oriented mindset.

PHYSICAL DEMANDS & WORKING CONDITIONS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Occasional overnight and out-of-state travel may be necessary.

Majority of work is performed in a general office environment where a hybrid work schedule is observed. Position may require availability for extended hours and non-traditional hours to perform department job duties. Also, may require occasional participation and attendance at organization-sponsored events and meetings across the country.



TOTAL REWARDS

This role is an hourly non-exempt position, paid on a bi-weekly basis, 37.50 hour/per week work schedule.

The salary range for this position is **\$52,000- \$58,000**, and is a good faith estimate based on industry and geographic market compensation data at time of posting, internal equity and organizational budget. Base salary offers are determined by candidate qualifications, relevant and applicable work experience, position specific skills, credentials, etc.

Our total rewards program is designed to reward and retain talented individuals who deliver exceptional service to our members and business partners. This includes:

- 401k plan - employees are fully vested at 100% from the first day of employment with ADCES contributing 6% of an employee's salary to the employee's 401(k) account.
- Comprehensive benefits package including Medical, Dental, Vision, Disability & Life insurance coverage, Flexible Spending Accounts (FSA), Employee Assistance Programs, Cariloop caregiver support, and a Pre-tax Commuter Program.
- Generous paid time off that includes minimum 2 weeks of vacation annually, 11 paid holidays, and 10 personal/sick days per year.
- Professional development, tuition reimbursement policy.
- Flexible hybrid work schedule environment, summer hours and casual dress.
- Discretionary incentive bonus program.

HOW TO APPLY:

To apply for any of our open jobs, please forward your resume and salary requirements to our email: hr@adces.org.

ABOUT THE ORGANIZATION:

The Association of Diabetes Care & Education Specialists is a multi-disciplinary professional membership organization dedicated to improving diabetes care through education.

With more than 11,000 members including nurses, dietitians, pharmacists and others, we have a vast network of practitioners involved in the daily treatment of people with diabetes.

Collectively, our alliances, member practitioner networks and academic partners uniquely position ADCES at the locus of change for the future treatment of diabetes.

The Association of Diabetes Care & Education Specialists is located at 125 S. Wacker Drive, Suite 600, Chicago, IL 60606.

ADCES is proud to be an Equal Opportunity Employer. We encourage and support diversity in our workforce.