



**Education Specialist**

Effective Date: November 16, 2022

Job Title:	Education Specialist
Department:	Program Operations, Education Services
Supervisor:	Director of Education Services
Employment Status:	Regular Full-Time
FLSA Status:	Exempt
Supervision:	None
Location:	Alexandria, VA or Remote
Travel:	up to 20%
Salary Range:	\$69,000 to \$85,000

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**How to Apply:**

Interested applicants should send a cover letter describing your interest in the position, current CV or resume, and contact information for three professional references electronically in Word/PDF format to [resume@hri-online.com](mailto:resume@hri-online.com).

**Introduction:**

The mission of the Public Health Accreditation Board (PHAB) is to advance and transform public health practice by championing performance improvement, strong infrastructure, and innovation. PHAB is the accrediting body for the national public health department accreditation program for Tribal, state, local, territorial, and army governmental public health departments.

Accreditation provides a means for a public health department to identify performance improvement opportunities, to improve management, develop leadership, and improve relationships with members of the community.

**Position Summary:**

This position will provide general support to the Director of Education Services and the rest of the organization as it relates to all education related initiative the organization undertakes. The Education Specialist will provide direct support in the areas listed below and will work with leadership and staff across the organization to develop and implement education and training materials that support the goals and mission of PHAB. The position will provide an opportunity to learn about and be a part of shaping the practice of public health throughout the country.

**Position Responsibilities:**

Responsibilities of the Education Specialist are conducted under the supervision of the Director of Education Services. The position includes, but is not limited to, the following duties:

- Support the Director of Education Services in the development of content for trainings, courses, webinars, etc. for internal and external stakeholders.
- Conduct needs analyses, in coordination with the Research & Product Development Team and other staff, to ensure all curriculum and training content is consistently meeting the needs of all stakeholders.
- Support the department in developing and implementing PHAB's education strategies to support the strategic initiatives of the organization.
- Work with Tribal, local, state, Army, and territorial public health departments to support their education and training process as it related to the accreditation, Pathways recognition or other PHAB programs.
- Consult with PHAB staff on training needs for health departments at the various stages of the accreditation or Pathways recognition processes.
- Support PHAB staff and other stakeholders (including board/committee members, affiliated community organizations, site visitors, etc.) in their training and development needs ensuring all content is up to date and meeting the needs of staff and stakeholders.
- Conduct live-virtual and in-person training events to support health departments as they go through the various stages of the accreditation or Pathways recognition process.
- Develop scripts, outlines, storyboards, PowerPoints, other content, and resources for new educational materials, including course content, videos, presentation content, etc.
- Support the Director of Education Services in the maintenance of the LMS.
- Represent PHAB at trainings, workshops, and national conferences/meetings.
- Present live, in-person trainings and workshops at national conferences and meetings, as well as in 1:1 or small group situations for a given health department or small group of departments. Host PHAB exhibits at national meetings as needed.
- Interact with and provide support and technical assistance to employees from Tribal, local, state, Army, and territorial public health departments, professional associations, site visitors, and other individuals and organizations throughout the PHAB accreditation process, and other areas of work, as it relates to education and skills development.
- Utilize various programs, software, and hardware in the process of developing, maintaining, and hosting trainings, courses, webinars, etc. (i.e., Adobe Suite, Articulate, Bridge, Camtasia, Photoshop, etc.).
- Utilize various adult learning principles and methodologies to ensure effective dissemination of training content and curriculum.

**Knowledge and Skills:**

- Bachelor's degree, with master's preferred.
- Minimum 5 years in governmental public health or related field.
- Background in adult learning principles, training, and curriculum development.
- Familiarity with public health infrastructure and other PHAB program areas.
- Strong project management skills.
- Self-motivated with a strong work ethic and ability to work independently and collaboratively.
- Excellent interpersonal, communication, and organization skills.
- Technologically savvy and ability to learn programs quickly.
- Experience working with Learning Management Systems.
- Proficiency in Adobe Suite, Articulate, Bridge, Camtasia, Photoshop and/or other design programs

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

PHAB is committed to diversity, equity, inclusion, and antiracism (IDEA) and is engaged in intentional efforts to advance IDEA as an organization. We are committed to creating inclusive and equitable spaces that reflect our values and culture as an organization and to ensure our employees have the most positive experience as a part of PHAB.

**VACCINATION REQUIREMENTS:** All staff and volunteers of the Public Health Accreditation Board are required to provide proof that they are fully vaccinated against COVID-19. Additional vaccination requirements may be put in place in the future as warranted by the current COVID-19 pandemic or emergent public health threats in the future.

**EEO STATEMENT:** PHAB is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.