

CAPC POSITION DESCRIPTION

TITLE OF POSITION: Center to Advance Palliative Care, Education Associate

DEPARTMENT: Education

55 West 125th Street
13th Floor
New York, NY 10027
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FAX 212-426-1369
capc.org

SUPERVISOR'S TITLE: Associate Director of Education

POSITION DESCRIPTION:

The [Center to Advance Palliative Care \(CAPC\)](http://capc.org) is a national, non-profit membership organization that successfully uses social change principles to grow access to high-quality palliative care services for people living with serious illnesses. CAPC provides health professionals with the tools, training, and technical assistance necessary to start and sustain successful palliative care programs in hospitals and other health care settings.

CAPC is seeking a full-time Education Associate who will report to the Associate Director of Education. As a key member of the Education team, the Associate will work closely with both internal and external content experts and field leaders. The Education Associate will serve as project manager for the development of virtual training workshops, tools, and other educational content to support palliative care program design nationwide.

CAPC is a fast-moving nonprofit that has had an [enormous impact](#) in the twenty years since it was launched. We think big, we work hard, we have fun, and we are passionately invested in improving US health care for vulnerable patients. If that appeals to you - we hope you will join us!

Duties and Responsibilities

- Serve as project manager for the development of virtual training workshops, tools, and other educational content to support palliative care program design nationwide.
- Website content management (adding, editing, and curating web-based CAPC education content)
- Provide project support to CAPC content development workgroups and subject matter experts, to facilitate the production of tools for palliative care teams (e.g. Billing, Community-Based resources)
- Moderate a listserv/online discussion platform to encourage peer-to-peer interaction between palliative care professionals.
- Collaborate with external web developers and internal teams to curate CAPC's collection of tools, and to continuously improve the user experience of CAPC's website.

Qualifications

- Bachelor's degree required
- 2-3 years of professional experience; background in health care a plus
- A high degree of comfort with online technologies such as video conferencing programs
- Excellent written and verbal communication skills
- Ability to thrive in an environment that requires flexibility and collaboration
- Demonstrated ability to manage multiple projects in parallel
- Experience with Microsoft PowerPoint, Google Drive, and Salesforce is a plus

Incumbents may perform other related duties as required. CAPC has the right to revise this position description at any time. CAPC is an “at-will” employer and as such, this position description does not constitute any form of a contractual arrangement between the incumbent and CAPC.

HOW TO APPLY

Please submit your **Cover Letter** and **Resume** by highlighting and right clicking the link below:

INCLUDE THE SUBMITTABLE LINK

<https://capc.submittable.com/submit/158671/education-associate>