EDUCATION COORDINATOR

The Education Coordinator will oversee the coordination and delivery of continuing education courses. They will support the Project Manager by overseeing the day-to-day administrative tasks associated with course facilitation and by ensuring the project framework is well organized and that it runs smoothly. This is a newly created, grant funded position. As such, the Coordinator will have the opportunity to help shape this role to ensure success.

The Education Coordinator will not be an employee of Georgia Trauma Foundation. They will operate as an independent contractor, who must manage their own state and federal tax obligations. No benefits will be offered.

The Education Coordinator will:

- Serve as the liaison between the Foundation and all stakeholders
- Possess/gain knowledge of trauma-related education programs including, but not limited to, ATCN, ATLS, ENPC, RTTDC, and TNCC
- Supervise all course scheduling and staffing
- Manage course calendar
- Work with course coordinators/directors to promote courses through various media channels
- Oversee the application and selection process for course participants
- Maintain waiting lists for courses
- Organize course logistics, collaborating with host facilities as needed
- Order books, supplies, and equipment, guaranteeing resource availability
- Execute bookkeeping tasks such as managing invoices
- Identify potential problems and develop solutions
- Develop/improve course feedback process
- Gather course data and analyze information for course improvement
- Compile any required regulatory/report documentation related to the grant
- Generate monthly reports
- Establish and maintain communication with rural and critical access hospitals
- Work closely with Georgia Committee for Trauma Excellence (education subcommittee)
- Refine process for adding course faculty to statewide database
- Adhere to budget by monitoring expenses and implementing cost-saving measures
- Attend meetings as required to provide program reports and course needs

All the above duties and responsibilities are essential job functions and are not an exhaustive statement. Other job-related duties may be assigned/required with the evolution of the program.