Position Description

Position: Senior Project Associate, Education and Outreach
Department: CORE
Reports To: CORE Senior Manager, Education and Outreach
Date: January 2015

The Senior Project Associate for Education and Outreach supports CAQH CORE’s activities to drive market adoption of the CAQH CORE operating rules and certification, and market and promote CAQH CORE’s educational offerings in general. Organizes and facilitates national webinars (e.g., agenda development, content, materials, follow-up with participants, etc. Creates high-quality webinar-related materials and assists with CORE rule writing discussions/documents related to industry implementation experiences. Monitors and maintains the CORE website to ensure timely postings of information, event calendar updates, etc. The Senior Project Associate, Education and Outreach reports to CORE’s Senior Manager, Education and Outreach; the position is full time, exempt.

RESPONSIBILITIES

- Assists with the daily management of CORE education, outreach and marketing activities.
- Independently researches, designs and drafts education session content, polling options, visuals, and discussion topics. Designs and produces high-quality PowerPoint slides and other presentation materials as appropriate, utilizing innovative graphics, animation software, video, etc. to clearly express the content of complex presentations and engage participants.
- Performs meeting follow-up, including coordination with CORE team and staff from education partners regarding expected next steps and agreed upon goals.
- Helps to structure CORE educational materials content by tracking industry progress, critical questions and coordinating internally to ensure questions are addressed by publically available CORE implementation tools.
- Helps to evaluate current educational tools and proactively explores and implements new options (e.g., social media, videos, distance learning, etc.) to drive public awareness of CORE programs and implementation tools.
- Supports new CORE participating organization orientation and identifies innovative ways to improve the process.
- Assists in preparatory meetings with speakers to identify opportunities for educating industry on specific awareness messages and implementation approaches/opportunities.
• Coordinates with internal staff who are responsible for providing logistical and administrative support, maintaining an accurate CORE contact database, generating CORE Education Lifecycle statistics as requested, and scheduling-related public announcements, website edits and marketing tactics.

KNOWLEDGE, SKILLS AND ABILITIES
• Ability to perform multiple assignments and manage work plans.
• Excellent attention to detail and organization skills to proactively and effectively present complex ideas and concepts to groups.
• Excellent writing skills, with the ability to draft formal presentations.
• Ability to assimilate information from a variety of sources, analyze and make recommendations for appropriate actions.
• Excellent interpersonal and public speaking/presentation skills.
• Strong graphics experience with deep knowledge of Microsoft Office, PowerPoint, Prezi, Word, Adobe and other design software.
• General knowledge of distance-learning tools such as GoToMeeting.

EXPERIENCE
• Five years of related work experience in the healthcare industry, preferably in healthcare policy and/or healthcare communications or marketing.
• One or more years of working with a membership based or implementation-focused organization or government department/agency.
• Experience with social networks and webpage revision/design required.

EDUCATION
• Bachelor's degree in Healthcare Policy, Healthcare Administration, Public Policy, Communications or a related field required.
• Master's level class work and/or degree desirable.

WHO WE ARE
CAQH, a non-profit alliance, is the leader in creating shared initiatives to streamline the business of healthcare. Through collaboration and innovation, CAQH accelerates the transformation of business processes, delivering value to providers, patients and health plans.

• COB Smart™ quickly and accurately directs coordination of benefits processes.
• EnrollHub™ reduces costly paper checks with enrollment for electronic payments and electronic remittance advice.
• CAQH ProView™ (formerly Universal Provider Datasource®) eases the burden of provider data collection, maintenance and distribution.
• SanctionsTrack® delivers comprehensive, multi-state information on healthcare provider licensure disciplinary actions.
• CAQH CORE® maximizes business efficiency and savings by developing and implementing federally mandated operating rules.
• **CAQH Index**™ benchmarks progress and helps optimize operations by tracking industry adoption of electronic administrative transactions.

**WHAT YOU GET**
CAQH recognizes that its most important asset is its growing team of smart, creative, collaborative, forward-thinking and passionate professionals – and that a comprehensive employee benefits package is an important factor for them in choosing where to work. CAQH offers competitive compensation along with an extensive benefits package for all full-time employees, including medical, dental and vision coverage, tuition assistance and a 401k. Our location in downtown Washington, DC is metro-accessible, has an onsite fitness center and is centrally located to allow our team to take advantage of professional networking opportunities, cultural offerings and a thriving social scene.