



ISVMA Accepting Applications for a Director of Education

The Illinois State Veterinary Medical Association is now accepting applications for the position of Director of Education. This job entails the analysis of the educational needs of ISVMA members, recruiting an outstanding lineup of speakers and implementing a comprehensive veterinary education program for the association. Example programs include: ISVMA Convention, Spring Seminar Series, online CE programs, etc.

Main Job Responsibilities:

- Schedule all aspects of an annual continuing educational program for DVMs and CVTs, including but not limited to, recruiting speakers, booking locations, dates, times and managing instructor contracts, and setting up presentations and contracts for both online and in-person programs while ensuring programs support expenses.
- Lead the creation of the ISVMA Annual Convention's education curriculum by identifying appropriate topics, booking speakers, managing contracts, ensuring speaker deliverables arrive on time and are properly edited, assist speakers as needed, find sponsors for education programs and ensure the program meets revenue goals.
- Maintain criteria for selecting instructors and ensure the existence of an adequate number of available instructors.
- Obtain sponsors or co-sponsorship (with other organizations) of different educational offerings.
- Conduct education program reviews and make necessary changes based on member feedback.
- Serve as the staff lead for member education committees that will provide direction and input into the education program.
- Furnish reports as required.
- Assist with social media, serve as the staff veterinary professional and assist with other association projects as requested.

The ideal candidate for this position will be a DVM or CVT with 5 or more years of education program experience, excellent communications and administrative skills paired with strong project management skills. The individual must be proactive, self-directed and solution-oriented while understanding that working with volunteers requires flexibility and adaptability. The job requires time in the ISVMA office, attendance at the ISVMA Convention and other travel as required.

To apply, submit the following by Aug. 9, 2021: Cover letter stating why you are interested in the position, your resume and/or CV and three references with contact information to: ISVMA Education Director, 1121 Chatham Road, Springfield, IL 62704. Or, email all documents to: debbie@isvma.org

