

Director of Online Education Association of Child Life Professionals

About the Association of Child Life Professionals

Established as a nonprofit organization in 1982, the Association of Child Life Professionals (ACLP) advances the field of child life by establishing and maintaining professional standards, enhancing the professional growth and development of members, and advancing the credibility of the child life profession by fostering research and promoting the standards of child life practice on a national and international level.

The Association represents trained professionals with expertise in helping infants, children, youth, and families cope with the stress and uncertainty of illness, injury, and treatment. ACLP is comprised of more than 5,000 individuals representing at least 600 organizations worldwide. Learn more about ACLP at childlife.org.

Working for ACLP

ACLP's headquarters is in Falls Church, Virginia. ACLP is open to the consideration of a fully remote position to hire the candidate that is the best fit for our association. ACLP offers eligible employees a comprehensive range of benefits, including medical, dental, vision, and life insurance. Additional benefits include a 401(k) savings plan with strong company match, paid holidays, sick and vacation leave, and more.

Position Summary

The Director of Online Education serves as a member of the ACLP leadership team to provide strategic and operational management for ACLP's online educational offerings and program standards. This position reports directly to the Chief Operating Officer and serves as the supervisor to Manager of Program Operations. Serve as member of Senior Staff Leadership Team.

Primary Responsibilities

Education

- Responsible for maintaining and monitoring current online learning platforms and transitioning assets to the chosen LMS. Determine which digital platforms are appropriate for specific education goals and strategies.
- Ensure best practice and consistency in ACLP's e-learning products by regularly reviewing and assessing the process, procedures and technologies used to deliver online programming.
- Develop RFPs, analyzes bids and manages relationships with contractors involved with instructional design, content development and ACLP's learning management system.

- Manage and maintain the LMS platform and users including all functionality to ensure interface is intuitive to end-user and continually operating properly.
- Manages and oversees the strategic development, implementation and evaluation of current and future educational products including webinar programming and courses.
- Assist in the instructional design, development, and maintenance of training materials for learning modules, courses, and virtual conferences.
- Develop vision, goals and implementation strategy for digital products and e-learning.
- Serves as liaison to internal and external subject matter experts in the creation and development of new curriculum for online learning.
- Understands current learning technology capabilities, instructional design, and identifies emerging technology opportunities to engage our customers (e.g., use of learning management system and apps).
- Works with the Director of Professional Development to support our annual virtual conference.
- Demonstrates exceptional leadership/management, cooperatively and supportively, while working with staff, board, and volunteers.
- Organize initiatives for online programs and identify trends in online learning.
- Design, implement, and oversee the growth strategy to scale ACLP's digital learning portfolio to one that ultimately generates a profit for the association. Drives the experimentation and adoption of emerging technologies and blended learning methodologies.
- Maintains awareness of issues of importance to the child life profession to respond with timely services and programs to benefit the membership.
- Monitor budgets and actuals for all areas of revenue and expenses related to the education and program standards.
- Work with marketing to expand the reach of online programming to increase enrollment numbers.

Program Standards

- Supervise Manager of Program Operations
- Oversee and direct all facets of application platforms (Survey Monkey Apply) including application and workflow development, technical troubleshooting and application and reviewer management.
- Manages internship accreditation, academic endorsement, and course pre-approval programs to ensure alignment with best practice and operational excellence that serves all stakeholders.

Committees

- Serve as staff liaison to assigned committees
- Coordinate, participate, and provide support to assigned committees

Other duties as assigned

Qualifications

- Bachelor's degree or higher
- At least 5 years association experience directly related to online educational programming
- Experience in the principles of adult learning, online teaching and learning, education and e-learning platforms preferred
- Expertise in Articulate Storyline, Rise and Adobe Suite. Must be proficient in Microsoft Word, Excel and PowerPoint.
- Demonstrated project management skills; organization, prioritization, and analytical skills with a proven ability to multi-task and manage complexity.
- Results-driven and resourceful, with the ability to deliver in short timelines with limited resources.
- Ability to forge strong relationships with stakeholders at all levels, managing and setting clear and well-defined expectations.
- Excellent written and verbal communication skills.
- Ability to adapt to quickly changes schedules while remain flexible and maintaining composure.
- Dedication to furthering ACLP's mission, vision, core values, including DEI initiatives
- Ability to manage team member(s) in a hybrid work environment.
- Financial experience necessary to develop and manage departmental budget along with creative approaches to increase ROI.
- Highly organized, ability to prioritize and carry out multiple concurrent tasks, and commitment to meeting deadlines.

Job Status

The Director of Online education is a permanent, full-time position and is classified as exempt.

Salary and Benefits

ACLP offers a competitive benefits package.

To Apply

Submit your cover letter and resume detailing your expertise, experience, and competencies for the position through [ASAE here](#).