



JOB ANNOUNCEMENT **Education Manager**

*The Quality Care Health Foundation is seeking a **dynamic Education Manager** to lead and manage our educational programs and trainings for long-term care professionals across California. This role is perfect for a motivated individual who excels in meeting preparation, coordination, and on-site operations. You'll collaborate with a passionate team to identify timely topics and engage subject matter experts, making a real impact in the field of long-term care.*

PRIMARY RESPONSIBILITIES:

- Develop, plan and manage educational events and training for long-term care professionals, including in-person and virtual formats.
- Coordinate all event aspects such as speaker arrangements, site selection, room block/meeting space negotiation and contract management.
- Point-of-contact on-site for in-person events and conferences.
- Oversee and manage On-Demand content offerings.
- Develop and maintain an annual schedule of educational offerings.
- Develop and cultivate sponsorship programs to support the educational initiatives.
- Coordinate marketing efforts and submit continuing education credits for all events.
- Analyze educational data to improve program effectiveness and outcomes.
- Responsible for developing meeting budgets and producing post-event budget-to-actual financial reports.

KNOWLEDGE AND SKILLS:

- Bachelor's degree or equivalent with 4+ years of meeting planning experience.
- Ability to travel within California (25-40%), including weekends and overnight stays.
- Excellent organizational, multitasking, communication, and interpersonal skills.
- Strong negotiation, vendor management, and budget development skills.
- Ability to troubleshoot audiovisual/technical equipment.
- Experience in developing sponsorship programs, marketing, and promotion.
- Desired: Experience in nonprofit/association event planning and knowledge of adult learning principles.

SALARY RANGE: \$25.85 – \$33.65/hour

BENEFITS: Medical, dental, 401(k), vacation, sick time, designated holidays, hybrid schedule.

TO APPLY FOR THIS POSITION: Submit cover letter and resume to CAHF.HR@cahf.org

The Quality Care Health Foundation is a 501(c)3 charitable educational foundation of the California Association of Health Facilities (CAHF). Its mission is to support professional advancement of individuals working in the long-term care and skilled nursing settings by providing training, certifications, educational opportunities and career development resources.