



## **JOB POSTING**

Open Date: 3/12/2024  
Closing Date: Until Filled  
Position Title: **Nursing Education and Practice Specialist**  
Job Type: Full Time, Exempt  
Salary Range: \$85,000-\$95,000

This non-profit organization is a 501(c)(3) membership association with 19,000 school nurse members who work in public and private schools.

### **Position Summary:**

The Nursing Education and Practice Specialist works with a team to provide oversight and program management for programs, products and services for professional development of school nurses, including oversight of major grant funded initiatives. This individual will be responsible for leading major grant funded initiatives, working collaboratively with the nursing team to define topics and formats for programs/resources to be developed and working with subject matter experts and contractors to deliver these resources.

### **Essential Duties and Responsibilities:**

- Serves as the program lead for assigned grant initiatives, responsible for working with the project team and key stakeholders including funders to create an integrated project plan focused on attaining established goals, define evaluation criteria.
  - Develops and implements project plan, including execution of specific activities, assignment of team member tasks, leading project team meetings, facilitating issue resolution, coordinating with subcontractors, NASN staff, volunteers and key stakeholders.
  - Monitors progress of project ensuring key milestones are reached, quality standards are achieved and provides reporting as requested.
  - Manages grants within management fiscal and program specifications
- Leads the planning, development and implementation of programs and resources including NASN NCPD activities as assigned.
- Monitors need assessments, assigned education programs, materials and activities for consistency with the NASN strategic plan and ANCC specifications.
- Identifies and recruits qualified faculty for NASN programs, communicating with faculty and coordinating instructional needs of faculty for assigned NASN educational program offerings.
- Participates in seeking funds for special projects through grant writing, sponsorships and partnerships in collaboration with nursing staff and the Grants and External Partners

Manager.

- Ensures that current evidence-based information is used when developing or assisting in the development of NASN activities (e.g., programs, continuing nursing education, position statements, issue briefs, publications, presentations).
- Serves as staff support to Board and committee activities as assigned.
- Participates in general nursing team support activities including review of the *Weekly Digest*, Live Chat support and collaboration with the editors of *NASN School Nurse* and *The Journal of School Nursing*.
- Collaborates with colleagues in an open and supportive fashion (e.g., provides reviews, brainstorms future projects, improves working processes).
- Provides periodic reports, to update the Board of Directors, Executive Committee and general membership.

This individual serves as a member of NASN Staff Nursing Team and works collaboratively to define topics and content for programs to be delivered.

**Other Duties and Responsibilities (Departmental/project-related duties):**

- Participates in assuring association data accuracy and consistency.
- Participates on cross-departmental teams for specific work projects.

**Minimum Qualifications (Education, Experience, Skills):**

- Current and active registered nurse licensure with a BSN and a master's degree in Nursing Education, or a related field
- Knowledge of the current trends and issues in school health, continuing education, and adult learning
- Experience with the development, supervision and implementation of educational programs
- Proficiency in oral and written communication skills and the ability to work both independently and collaboratively
- Skills and experience in seeking grant/foundation funding and/or sponsorship for educational projects
- Ability to develop and administer a budget, and
- Knowledge of needs assessment and evaluation techniques
- Ability to travel overnight (approximately 5%) across the U.S. to deliver education, participate in organization-wide meetings, participate in external meetings and/or conferences.

**Physical Demands and Work Environment**



**Environment:** Work is performed primarily in a standard office environment at headquarters or off-site with public contact and some interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** Sight must be in the normal visual range with or without correction.

**Hearing:** Auditory ability must be in the normal audio range with or without correction.

**NOTE:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and/or physical requirements required of all personnel within this job classification.*

NASN is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

**Location:** Hybrid in Silver Spring, Maryland, or remote

**Benefits:** Health Insurance, paid time off, 403(b) retirement account

**To apply:** Email resume, letter of interest with salary requirement, and references to [kmcduffie@nasn.org](mailto:kmcduffie@nasn.org) with the subject line "Nursing Education and Practice Specialist"