



## POSITION DESCRIPTION

**Position Title:** Manager, Practice Resources

**Department:** Publications & Practice Resources

**Reports To:** Director, Practice Resources

**Supervises:** Non-applicable.

**FLSA Status:** Exempt

**Effective Date:** February 2024

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**General Description:** The position is responsible for managing the development of guidelines and practice documents from project initiation through publication. The manager works closely with the Director of Practice Resources, the Practice Guidelines Committee Chair and the Chairs of the Guidelines writing groups to ensure that the guidelines are produced following the highest standards. The position supports the work of the Practice Guidelines Committee (PGC) and will provide some support the Practice Metrics Committee (PMC) in the discovery and implementation of advances in care to accelerate progress toward prevention and cures of liver diseases.

### Key Responsibilities:

- Provides project management support for guidelines and practice documents, ensuring that processes and methodology are followed.
- Serves as staff lead for writing groups.
- Schedules and attends meetings for each writing group, keeps and distributes action items.
- Creates and monitors timelines for each writing group.
- Works collaboratively and effectively with volunteers, methodologists, colleagues, and external stakeholders.
- Corresponds with writing group nominees, tracks responses and compiles CVs, personal statements, and disclosures for review by the selection committees.
- Participates in twice monthly internal team meetings with the Director and PGC Chairs and Committee meetings.
- Creates and maintains collaborative sites and drafts SOP and other process documents.
- Coordinates the review, approval, and finalization of manuscripts, by the PGC and the Governing Board.
- Initiates copyediting and coordinates writing group Chair acceptance of suggested changes.
- Facilitates submission of guidelines manuscript and practice documents to selected Journal Editor and Editorial Office, and maintains communications with AASLD publications staff throughout the publication process.
- Works with the AASLD marketing team on announcing and promoting the release of each new Guideline.
- Supports dissemination strategies for guidelines and practice documents in coordination with other AASLD departments and external stakeholders.
- Collaborates with other departments to track dissemination information and usage metrics for published guidelines and practices documents.
- Manages and tracks activities and communication with inter-societal and inter-disciplinary collaborations, evaluating methodological quality of collaborative projects and facilitating Division processes for review and approval.
- Attend in-person meetings when required.
- Will likely provide some support in the implementation of clinical practice guidelines and digital projects under the Practice Measures Committee, PMC
- May support the CQC data registry.

Other duties as assigned.

### Education and Experience

- Two to three years of experience in a similar role or relevant subject matter expertise.
- Project management experience required.
- Experience working in a professional association preferred.
- Bachelor's degree in health-related field, MPH preferred.



### **Skills Needed in Position**

- Detail oriented with the ability to handle multiple tasks.
- Exemplary organizational skills, task prioritization, and deadline management
- Experienced in working and creating digital content.
- Proficiency in Microsoft Office Suite (Word, Excel, and Outlook), Adobe Acrobat, and web-based services
- Overall comfort and with technology and working in and learning different platforms.
- Skilled in clearly and effectively communicating ideas verbally and in writing, including the ability to edit the writing of others.
- Commitment to keeping stakeholders informed.
- Skilled in providing the highest quality products and services that meet or exceed the needs and requirements of internal and external customers.
- Skilled in building and maintaining effective interpersonal and team relationships with a diverse network of colleagues inside and outside the organization, and with other relevant individuals with whom the organization works (members, the media, other organizations, funders etc.)
- Experience working with data registries or health learning systems is a plus

*The above statements are intended to describe the general nature and level of work being performed most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Duties and responsibilities may be changed or expanded at any time to accommodate the needs of the AASLD.*