

Position Title: Manager, Live and Digital Education

Department: Education & Professional Development

Reports To: Director of Continuing and Professional Education

Supervises: As assigned (may include vendors/contractors)

FLSA Status: Exempt

General Description

The Manager, Live and Digital Education, is responsible for executing in-person and online education activities that are developed as part of the AASLD education portfolio. This role provides support to member volunteers who are developing educational activities outside of the society's two main conferences (The Liver Meeting and Digestive Disease Week), ensuring scalability, consistency, learner-centered design, and alignment with AASLD's educational mission and growth goals.

The Manager also oversees day-to-day management and optimization of the Learning Management System (LMS), establishing standards and workflows for the creation of learning activities within the LMS. They partner closely with internal teams, faculty, vendors, and volunteers to translate educational needs into high-quality online experiences, ensuring a consistent, professional user experience across all interactions involving the society's LMS.

Key Responsibilities

Live and Digital Education Program Management

- Lead the planning, development, and execution of AASLD's live education offerings other than The Liver Meeting and Digestive Disease Week, including Emerging Topic Conferences and other in-person courses
- Lead the planning, development, and execution of AASLD's digital education products, including on-demand courses, blended learning, webinars, and other e-learning offerings.
- Apply instructional design best practices and adult learning principles to ensure high-quality, outcomes-driven live and digital education.
- Collaborate with faculty, committees, and subject matter experts to translate content into effective live and digital learning experiences.
- Establish and manage project plans, timelines, budgets, and deliverables for digital education initiatives.
- Partner with education leadership to align live and online education products with overall education strategy, learner needs, and organizational priorities.

- Identify opportunities to scale and optimize digital education offerings in response to program growth and evolving learner expectations.
- Partner with education leadership and accreditation staff to ensure digital education activities meet applicable accreditation requirements and standards.

Instructional Design & Course Development

- Serve as the primary instructional design resource for digital education initiatives, guiding course structure, learning objectives, assessments, and engagement strategies.
- Develop and maintain standards, templates, and workflows for digital course authoring and content presentation.
- Oversee the use of course authoring tools and multimedia assets to ensure consistency, accessibility, and quality.

Learning Management System (LMS) Management

- Serve as the primary administrator for AASLD's LMS.
- Maintain and optimize LMS functionality, configurations, and integrations to support current and future digital education needs.
- Ensure accurate setup, maintenance, and delivery of all digital education activities within the LMS.
- Develop and document LMS-related standard operating procedures and best practices.
- Partner with internal stakeholders to support reporting, learner analytics, outcomes tracking, and data-informed decision-making.
- Address learner and staff LMS support needs in collaboration with education operations staff.

Collaboration & Cross-Functional Support

- Collaborate with marketing, meetings, IT, and membership teams to support the promotion, delivery, and evaluation of live and digital education products.
- Serve as the education lead on cross-departmental project teams executing live education activities such as Emerging Topic Conferences
- Support the planning and execution of major AASLD education events, including The Liver Meeting® and Digestive Disease Week®, with emphasis on digital and hybrid components.
- Work with external vendors, consultants, and platform partners as needed to support digital education initiatives.

- Participate as a member of the education team in shared planning, problem-solving, and continuous improvement efforts.
- Serve as staff liaison to the Online Learning Committee, providing administrative support to committee leaders and members, organizing committee meetings, and engaging committee members in the planning and execution of online learning activities
- Serve as staff liaison to a workgroup of the Research Awards Committee to support the review of award applications

Evaluation & Continuous Improvement

- Use data and evaluation findings to recommend enhancements to content, design, platforms, and processes.
- Stay current on trends and best practices in digital learning, instructional design, and educational technology, and apply insights to AASLD programs.

Skills & Competencies

- Excellent program and project management skills, with the ability to manage multiple initiatives simultaneously.
- Strong understanding of adult learning principles. Knowledge of instructional design concepts and principles
- Demonstrated experience administering and optimizing learning management systems.
- Strategic thinking and problem-solving skills, with an ability to design scalable solutions.
- Excellent written and verbal communication skills, including the ability to collaborate effectively with faculty, volunteers, and staff at all levels.
- Ability to lead committee meetings and support volunteer leaders in staying on time and task.
- High level of organization, attention to detail, and ability to work under deadline pressure.
- Strong interpersonal skills and emotional intelligence, with the ability to build collaborative relationships.
- Comfort working with technology platforms, data, and reporting tools.

Education & Experience

- Bachelor's degree in education, instructional design, educational technology, or a related field, or equivalent relevant experience.

- 3 -5 years of experience in adult and continuing education, instructional design, LMS administration, or a related role.
- Experience in medical education, continuing education, or non-profit association-based education strongly preferred.
- Experience with Articulate Rise preferred

The above statements describe the general nature and level of work performed in this role and are not intended to be an exhaustive list of responsibilities. Duties and responsibilities may change to meet the evolving needs of the AASLD Education Division.