

**HAWAII DENTAL ASSOCIATION
CONTINUING EDUCATION MANAGER**

Job Posting

Position Title: Continuing Education Manager

Location: Hybrid, based in Honolulu, HI

Classification: Exempt (1.0 FTE). \$52,000. Competitive benefits.

Reports to: Executive Director

THE HAWAII DENTAL ASSOCIATION (HDA) is a statewide professional association of dentists licensed and practicing in Hawaii, dedicated to serving the profession of dentistry and the public of the State of Hawaii.

The HDA is the Hawaii state organization of the American Dental Association and is made up of four county local dental societies: the Hawaii County Dental Society, the Honolulu County Dental Society, the Kauai County Dental Society, and the Maui County Dental Society. Nearly 90% of Hawaii licensed dentists are members of the HDA.

POSITION SUMMARY

The Continuing Education Manager (CEM) will lead all aspects of continuing education programming, in alignment with the HDA Strategic Plan and its goals. This position will proactively work with HDA leadership, local county dental societies, various workgroups, and the ADA and HDA staff.

In addition to the responsibilities listed below, the CEM will support and model the HDA philosophy and other organizational competencies such as, but not limited to, quality management, fiscal responsibility, compliance, and safety.

JOB RESPONSIBILITIES

Using discretion and independent judgment, and in working with the Executive Director and HDA staff, leadership, workgroups, and volunteers, the CEM will conduct the following work:

1. Management of Continuing Education Activities – Lead, be responsible for, and manages continuing education programming, meetings, initiatives, and their related activities for the HDA, its counties, and its workgroups as requested, throughout the year.

Activities:

- Serves as the onsite staff lead, and as point of contact for all attendees, speakers, sponsors, vendors, and with the venues.
- Handles all registration tasks, with attendees and registration vendor(s).
- Works with all speakers, making all necessary arrangements for their presentation materials, audio-visual, room setup, and similar.
- Coordinates sponsorship opportunities and offerings.

- Manages exhibitors and oversees exhibit hall logistics, working with venue contacts and service providers.
- Works with events management companies and vendors to set up and maintain necessary support systems.
- Ensures all agreements/contracts are current, signed, and maintained with events management companies, venues, speakers, sponsors, and service providers.
- Supports all meeting-related volunteers, such as speaker and room hosts.
- Develops and promotes all meeting materials, such as but not limited to, promotional flyers, Registration Kits, Exhibitor Prospectus, and onsite materials.

Logistics:

- Coordinates all meeting logistics including, but not limited to audiovisual, food and beverage, registration, and signage.
- Researches venues; solicits, reviews, and compares bids and contracts for recommendations to workgroups as appropriate.
- If CE meeting is via a virtual platform, ensures that all technology is operational, and attendees and speakers are prepared. Facilitates online CE meetings.

Financials and Administrative:

- Manages distribution, collection, summation, and distribution of course evaluations and CE certificates.
- Staffs and hosts workgroup meetings.
- Assists workgroups in establishing, monitoring, and tracking their meeting budgets to meet or exceed goals.
- Receives and reviews all invoices for accuracy and submits for payment.
- Maintains financial records of meetings and ensures accurate financial reporting.
- Negotiates venue and vendor agreements, as directed.
- Monitors, completes, and closes out on follow-up tasks and with workgroups and vendors. Reports updates to respective workgroups.
- Manages administrative procedures and meeting progress and success.
- Leads and maintains CERP standards and compliance for the HDA. Ensures that all CE programming aligns with accreditation standards set by ADA CERP and the Hawaii state Board of Dentistry.
- Ensures meeting compliance with applicable regulations and certifications.

2. Operational:

- Helps maintain current member information in databases and online.
- Delegates tasks as needed, and supervises volunteers and others, as appropriate.
- Attends and participates in all high priority HDA events.
- Performs other duties as assigned.

QUALIFICATIONS

1. *Required* – A bachelor’s degree from an accredited college or university with an

emphasis in a related field such as project or nonprofit management, meeting planning, business administration, or similar.

2. *Required* – Minimum of 2-4 years' relevant experience. Experience with professional associations preferred.
3. *Required* – Proficient in MS Office programs and Salesforce/Fonteva platforms.
4. Possesses excellent verbal and written communication, analytical, and organizational skills.
5. Communicates and works well with, supports, and motivates a broad spectrum of people including HDA leadership and staff, volunteers, members, community partners, vendors, patients, and the public.
6. Able to multi-task, organize, and establish priorities, and to follow-up on all details, meet deadlines, and troubleshoot.
7. Must be both a team player and independent worker.
8. Possesses and demonstrates initiative, motivation, professional attitude, punctuality, curiosity, eagerness to learn; and able to accept constructive criticism.
9. Have access to an automobile and a valid driver's license, and be available for flexible work hours (some evenings and weekends).
10. Able to lift 25 lbs.

Opportunity to work from home but must be based on Oahu, with some in-office work.

TO APPLY:

Email cover letter and resume to hda@hawaiidentalassociation.net; no phone calls please.
Open until filled.