

Our Mission

Provide clinically relevant and evidence based continuing education to remind therapists why they love what they do.

Position Summary

ERI is excited to expand its conference development team and is looking to hire a school-based physical therapist to assist with content development of its Annual Therapies in the School Conference.

Qualifications & Skills

Required

- Degree in physical therapy
- Licensed physical therapist
- Minimum of 5 years of school-based PT experience
- Demonstrate an upbeat, positive demeanor, work well with others, easily connect with potential and existing speakers and staff

Preferred

- More than 5 years of school-based experience
- Experience in educational planning/development at the post professional level.
- Be well-connected in the field and possess the resources and network to find high-quality speakers.
- Social Media presence and experience using Facebook, Instagram and LinkedIn and other platforms.
- Volunteer or work experience within APTA at the national and/or state levels

Responsibilities Prior to the Conference:

- Educational Program Planning
 - Research potential topics and speakers.
 - Communicate with colleagues regarding topics & educational needs.
 - Attend committee meetings 2-3x/month over a 3-4-month period.
 - Communicate with potential faculty from initial contact through confirmation.
 - Utilize OneDrive for document sharing & storage.
- Conference Promotion
 - Promote the conference through personal network (i.e., email, work, social media) and on social media groups related to setting/content area.
 - Post link to conference on to social media groups (i.e. B-3 FB groups, LinkedIn, B-3 email list serves)
 - Comment on, “like” and/or share others’ posts.

Responsibilities During the Conference

- Primary host position
 - Confirm presenter is set up and ready to present prior to the presentation
 - Engage with participants in the chat and/or via webcam prior to start time
 - During presentation
 - Introduce presenter and provide attendees with instructions regarding the platform
 - Contact ERI technical support team if there are any technical difficulties
 - Manage chats with attendees
 - Launch polls and results of polls
 - Start/stop timers for breaks
 - Provide time/schedule checks as requested by speaker
 - Launch breakout sessions
 - Monitor breakout sessions (i.e., monitor engagement and report to instructor)
 - Reach out to presenter if attendees have any questions/need clarification on roles/activities/content
 - Post updates regarding the conference to social media

Additional Information

Location

- Virtual

Job Type

- Project based position – anticipate ~30 hours total over a 3-4-month period from ~mid December to ~mid April in addition to attendance of the conference in November.

Compensation

- We offer a competitive rate commensurate with experience.
- Free registration included to the Therapies in the School Conference.