

## Job Title

ASHA CE Content Consultant

## ERI's Mission

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

## Position Summary

The ASHA CE Content Consultant (CECC) plays an active role in the ASHA Continuing Education (CE) Provider's course planning, implementation, and evaluation.

The CECC works collaboratively with the CE Administrator (CEA) for the ASHA CE Provider. As the primary point of contact between the Provider organization and ASHA CE, the CEA ensures that the Standards for ASHA CE Providers and ASHA CE Policies are followed. The CECC reports to the CEA.

## Responsibilities and Duties

- Collaborate with the CEA.
- Assist with course planning, implementation, and evaluation. This includes the following tasks:
  - Consider the needs analysis.
  - Determine learning outcomes and assessment types.
  - Assess satisfactory completion.
  - Participate in program evaluation and improvement.
  - Review all courses for appropriate content, subject codes, and accuracy prior to submission to ASHA CE.
  - Work in a timely manner to help the CEA meet ASHA CE standards and policies.
  - Serve as a resource for suggested speakers and content.
  - Provide information about ASHA resources.

## Qualifications and Skills

### Required

- Be an ASHA-certified speech-language pathologist and an ASHA member
- Have working knowledge of ASHA's scope of practice for audiologists and speech-language pathologists
- Understand ASHA's policies
- Adhere to the ASHA Code of Ethics
- Excellent attention to detail
- Be successful at managing deadlines
- Have strong verbal and written communication

### Preferred Experience

- Managing projects and meetings
- Developing curriculum
- Planning, delivering, and evaluating continuing education courses
- Working with other CE programs or credentialing agencies
- Experience in course development in higher education

### Preferred Qualifications

- Advanced degree and/or pediatric specialty certification
- More than 5 years of pediatric experience
- 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 ASHA at the national and/or state levels

## Additional Information

Job Type	This is a remote contract position with the opportunity to meet in person if able. We are a small but robust, dynamic, friendly team. Our office is located approximately 20 miles west of Boston in Medfield MA.
Hours	20-25 hours annually (on average 1.5 hours/month + 1.5 hours quarterly).
Compensation	We offer competitive hourly rates commensurate with experience.