Downloaded from <https://www.velvetjobs.com/job-descriptions/education-program-manager>

# Example of Education Program Manager Job Description

Our company is looking to fill the role of education program manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for education program manager

* Analyze, review and provide a monthly report on Diabetes and Obesity Education activities to the Associate Director, CDE Programs and Services
* Collaborate with Associate Director, CDE Programs and Services to implement strategies of the Diabetes and Obesity Education Program
* Collaborate on presentations for internal and external stakeholders
* Designs, develops and implements evaluation assessment instruments in collaboration with SCEC evaluation partners
* Leads Kidney Smart program initiatives to drive program goals – acting as national coverage liaison for several divisions across the country
* Analyzes and problem solves to ensure program deliverables and goals are met, working closely with business and clinical leadership teams
* Initiates and owns program initiatives to drive to goals
* Prepares, reports on, and manages against targets/goals
* Create program outreach materials, as needed
* Make recommendations to the staffing plan and development process, including planning new positions, as needed

## Qualifications for education program manager

* Fluent in English and ideally other European languages
* Creating and curating learning experiences authentic to Minecraft and
* 2-3 years related experience in marketing, meeting planning, education or sales
* Medical device or pharmaceutical experience preferred
* Excellent attention to detail, quality and organizational skills
* Demonstrated ability to foster relationships with department and divisional counterparts key thought leaders in the industry