



POSITION DESCRIPTION

Position Title: Project Manager, Clinical Practice & Guidelines

Reports To: Director, Clinical Practice

FLSA Status: Full-Time Exempt

About ASPEN

The American Society for Parenteral and Enteral Nutrition (ASPEN) is dedicated to improving patient care by advancing the science and practice of clinical nutrition and metabolism. ASPEN is an interprofessional organization whose members are involved in the provision of clinical nutrition therapies.

Position Summary

The Project Manager, Clinical Practice & Guidelines supports the development of clinical practice resources. Areas of responsibility include supporting the clinical guideline program by ensuring the guideline methodology is implemented as outlined by the Guideline Director/Editor in Chief and managing the clinical practice committees by providing direction and guidance on various projects. The position contributes to the development of and is responsible for implementing the dissemination plan for all projects.

Responsibilities

1. Implements established strategies for ASPEN's clinical practice efforts including guidelines.
2. Manages organizational efforts to develop evidence-based clinical recommendations. This includes staffing and coordinating the efforts of committees, task forces, and workgroups.
3. Monitoring projects throughout development to ensure goals and timelines are met.
4. Collaborate with other departments, as needed, on proposed activities developed through component groups outside of the clinical practice department.
5. Manages department web pages by monitoring content and updating information (adding or removing) as needed.
6. Supports work groups by developing surveys and other tools using Cognito Forms, RedCap, Survey Monkey, and others as appropriate.
7. Serves as a department liaison to internal work groups to ensure representation and input.

Qualifications

- Minimum 4 years of work experience, preferably in healthcare or with a healthcare association.
- Ability to meet established goals and manage numerous projects simultaneously.
- Ability to work in a fast-paced, team-oriented environment with high expectations.
- Excellent organizational, communication (written and oral), and project management skills.

- Attention to details and time management skills a must.
- Bachelor's Degree required; Degree in healthcare or science preferred.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Benefits

ASPEN has a culture that supports work/life balance and has a generous benefit package including health and retirement benefits, flex time, and remote work opportunities.

ASPEN is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To Apply

Email a cover letter with salary requirements and resume/CV to jobs@nutritioncare.org.