

## **Continuing Education Coordinator Job Description and Scope of Work**

**Purpose:** Support the Executive Director in implementing the Professional Education program of BreastfeedLA: The Breastfeeding Task Force of Greater Los Angeles.

### **Education Committee**

- Facilitate Educational Planning with assistance of Education Committee, 4 times per year.
- Education Coordinator will attempt to plan out the calendar one year in advance, keeping in mind significant holidays, and events offered by other organizations.
- Coordinator will work with program assistant to secure locations as much in advance as possible, through an MOU, preferably 6 months to 1 year ahead.

### **Speaker Selection**

- It is the job of the Education Coordinator to negotiate a fair and reasonable rate for speakers. Many local speakers are willing to speak for free.
- Well-known national speakers may have a higher honorarium but bring in additional revenue.
- The Education Coordinator is expected to build rapport with all professional speakers.
- They may organize and attend a dinner the night before.
- Responsible for ensuring program assistant organizes travel to and from airport to hotel and event.

### **Program**

- Initial contact with speaker, discussion of potential topics, rate of pay, and creation of objectives and wording for brochure to be done by Education Coordinator.
- Follow up with speakers will be done by Program Assistant and will include requesting MOU, syllabus and handout materials, speaker disclosures, CVs and bios

### **Publicity**

- Marketing includes website, email announcements, social media and communication with other organizations to publicize our events, i.e. First 5 LA, CWA, doulas, CBC, etc. Twice per week information about event should be sent out on social media.
- Facebook event should be created for each event once brochure is developed and MOU is signed with speaker. Event should be posted on facebook and website within 24 hours of brochure being developed.
- Brochure should be developed and approved within 1 week of speaker MOU being signed.
- Events will start being promoted no later than two months prior to event date.
- Under the direction of the Education Coordinator, the Program Assistant will market and publicize events.
- Create objectives and wording for brochure and provide to Program Assistant to create brochure.

**Time Commitment**

- We strive to convene 10 seminars per year, including 2-4 webinars, plus one Birth and Beyond Los Angeles Train the Trainer series per year, four 45-hour courses per year, and two 90 hour courses per year. Other events may include customized trainings. This averages to 45-60 hours per month (including teaching), with fluctuations based on the timing of the events. Education Coordinator is expected to be at all seminars and webinars.
- Education Coordinator is expected to teach or co-teach our Lactation Education Course and if unavailable to teach will coordinate another training faculty for course.

**Post-Event/ Miscellaneous**

- Ensure required paperwork and payment submitted annually to renew CEUs/CERPs
- Ensure all required paperwork is kept on file in Box for auditing purposes
- Review any necessary requirements with IBCLC board members as needed
- Coordinator will survey seminar participants annually to determine speaker, topic, and location interests.

**Lactation Education Specialist Course**

- Confirm course date availability with faculty
- Create or update all areas of curriculum, ensuring changes and updates are reflected in the PowerPoint and any printed materials including the list of References;
- Create and maintain all student records for course, including attendance, participation, homework, and post-course test results
- Make all necessary arrangements and perform all associated duties of continuing education for nurses and re-certifying IBCLCs, including partnerships with other organizations to provide these units
- Provide all students with contact information for course director and faculty.
- Upon completion of course, debrief faculty on course results and emerging needs
- Annually, review certifications and CV of faculty; interview faculty to ensure continuing education is ongoing and not delayed until just prior to expiration of certificates

**Additional Information:**

BreastfeedLA commits to inclusion, diversity, and equity as core values, embracing meaningful participation from diverse stakeholders and actively soliciting varied viewpoints. Our work is grounded in diversity, inclusion, and equity to facilitate our mission of commitment to protecting, promoting, and supporting breastfeeding in the communities we serve. BreastfeedLA works affirmatively to recruit a diverse group of faculty and staff. We are committed to increasing the numbers of underrepresented individuals, particularly women and people of color. BreastfeedLA works to ensure that our appointments and selection procedures consciously identify and evaluate people from underrepresented groups. We will also strive to remove sources of unconscious bias and will seek to correct situations where full and open exchange of ideas has been limited.

Candidates with skilled knowledge of lactation and/or maternal-child health and experience within the fields highly preferred. IBCLC or CLE/LC a plus.

Candidates must have reliable transportation all throughout L.A. County. Candidates living within L.A. County preferred.