



## **CONTINUING EDUCATION UNIT COORDINATOR (VIRTUAL OFFICE)**

### **Position Overview**

The CEU Coordinator of the Midwifery Education Accreditation Council (MEAC) reports to the Executive Director, and is primarily responsible for managing the agency's CEU approval process by serving as a liaison between applicants, continuing education volunteer reviewers and MEAC Board member(s).

### **Qualifications:**

- Certified Professional Midwife (CPM)
- Experience with database systems
- Excellent verbal and written communication skills
- Background developing and conducting training sessions
- Ability to work independently with minimum supervision
- Must have three to five years of experience with Microsoft Office:
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint

### **Preferred Qualifications:**

- Previous experience working in virtual environment
- Prior experience creating standard operating procedures
- Strong research skills to apply best practices for enhancing customer experience
- Project management skills

### **Specific responsibilities:**

- Respond to CEU emails in a timely manner to deliver excellent customer service
- Receive and input application data into master excel list or database
- Ensure application is complete with required supporting documentation
- Forward applications to CEU reviewers
- Track approval process to ensure review process consistently flows
- Communicate with applicants if additional information is required during review process
- Compile and send approval or denial letters based on remarks by CEU reviewers
- Ongoing recruitment of continuing education volunteer reviewers

- Create virtual training program for new reviewers
- Conduct presentations to MEAC members schools, if requested
- Post CEU opportunities to the MEAC website calendar
- May be required to present updates on CEU activity at MEAC board meetings
- May need to travel annually for MEAC in-person meeting

### **Reporting Requirements**

CEU coordinator is responsible for submitting a written status report to the Executive Director on all current CEU activity on a monthly basis which includes:

- number of applications
- types of sponsors (*individuals, institutions, state midwifery organizations, midwifery agencies/organizations*)
- number of days between date of application and date submitted to CEU reviewer
- number of days between date of application and date applicant receives outcomes letter

### **Compensation/Time Commitment:**

- Pay range between \$18 - \$20 per hour depending on education and experience
- Position is 47 weeks per year
- Must be able to work 5 to 8 hours per week. Minimum two days.
- Days of operation are Monday through Thursday.
- Flexible hours
- Partial telephone and internet allowance offered
- No paid time off for sick/vacation pay

### **Application Instructions**

Submit cover letter and resume via email to [executivedirector@meacschools.org](mailto:executivedirector@meacschools.org). No phone calls.

Deadline for applications: **February 2, 2018**

## **About MEAC**

The Midwifery Education Accreditation Council's mission is to promote excellence in midwifery education through accreditation. It creates standards and criteria for the education of midwives. MEAC standards incorporate the nationally recognized core competencies and guiding principles set by the Midwives Alliance of North America (MANA), The International Confederation of Midwives (ICM), and the requirements for national certification of the North American Registry of Midwives (NARM). MEAC's accreditation criteria for midwifery education programs reflect the unique components and philosophy of the Midwives Model of Care.

The purpose of MEAC is to establish standards for the education of competent midwives, and to provide a process for self-evaluation and peer evaluation for diverse educational programs. MEAC is a non-profit organization approved by the U.S. Secretary of Education as a nationally recognized accrediting agency.