

Continuing Education Coordinator Position Description

Purpose of Job:

To review, process and approve continuing education applications submitted for DONA International approved contact hours.

Duties/Major Areas of Responsibility:

- To acknowledge receipt of applications via email to the applicants in a timely manner; this includes checking the Continuing Education home office Dropbox folder
- To assign applications to members of the Continuing Education Committee for review
- To be the contact person between DONA International's home office staff and the Continuing Education Committee members
- To ensure applications are processed in a timely manner by other members of the committee
- To assist committee members in reviewing applications when approval is unclear or scope of practice is questioned
- To inform applicants via email (and copy the Director of Education) whether or not their applications for contact hours have been approved and provide them with the appropriate documentation
- To answer questions and inquiries that come through the ContinuingEdApps@dona.org email as well those forwarded by the Director of Education and those received by phone through the home office.

Responsible to:

Education Committee
Director of Education

Qualifications:

- Certified DONA International member in good standing
- Knowledge and understanding of DONA Internationals' Standards of Practice and Code of Ethics
- Experience in teaching and curriculum development/learning objectives

Time Needed (per week):

2-4 hours per week (depending on number of applications submitted)

Application procedure:

1. Complete online application
2. A resume or curriculum vitae (optional)
3. Disclosure of any potential conflicts of interest should be made with application
4. Signed confidentiality agreement

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