

**Florida Biomedical Society**

**Education/Seminar Director**

**Job Description**

Appointed by President with consent of the Board – nonvoting member of FBS Board

**Purpose:** The purpose of the Florida Biomedical Society’s Education/Seminar Director is to provide planning, support and coordination of the educational programs for the Florida Biomedical Society.

**Term of Service:** One Year Appointment,beginning at start of calendar year and concludes on December 31st of that year, renewable at the Discretion FBS President and with the consent of FBS board of Directors.

**Reports to:** FBS President and Board of Directors

**Qualifications, Knowledge, Skills, Abilities:**

1. Shall be a member of FBS in good standing
2. Provide appropriate appearance and demeanor
3. Excellent organizational skills
4. Demonstrate an understanding of the educational needs of the FBS Membership
5. Self-motivated and able to work without supervision
6. Demonstrate ability to collaborate with a diverse team
7. Basic Project Management skills
8. Good Microsoft Office or equivalent knowledge

**Duties and Responsibilities:**

1. Shall be a standing member of the Education/Seminars (Symposium) Committee.
2. Plan, develop and recruit appropriate and meaningful educational programs for the FBS Membership including but not limited to the Florida Biomedical Society Symposium.
3. Establish budget to purchase, select, distribute and evaluate educational needs of our membership.
4. Collaborate with FBS Symposium Director and Education/Seminars (Symposium) Committee to insure appropriate space for educational event(s) including but not limited to the symposium.
5. Serve as primary contact to educational instructors, presenters and vendor providers, to insure appropriate logistical support of their requested needs.
6. Establish methods of tracking attendance and evaluating educational event for appropriate outcomes and effectiveness.
7. Oversee and assist with the development of educational materials and promotion of FBS Events.
8. Attend FBS Symposium and serve as the education event support coordinator and liaison to the FBS Symposium Director.
9. Assist and collaborate on planning and development of marketing and sales material for the symposium.
10. Prepare and provide timely and appropriate budget and progress reports on educational activities to the FBS President and Board of Directors.
11. Maintain good standing status and attendance required by the Bylaws of FBS
12. Perform other duties as assigned by FBS Board of Directors

Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_