

Continuing Education Program Associate Pediatric Nursing Certification Board (PNCB)

The Pediatric Nursing Certification Board (PNCB) is the largest independent pediatric nursing certification organization in the country. Our programs are recognized by every state board of nursing in the nation. At PNCB, we make it our mission to provide the highest quality certification services for nursing professionals who care for pediatric populations.

PNCB is currently looking for an experienced, full-time, Continuing Education Program Associate. We offer competitive salary ranges and generous benefits along with a great team environment! Our organizational culture is based on the staff core values of Integrity, Teamwork & Approachability, Responsive Communication & Service, Supportiveness, and Excellence.

PNCB operates on a hybrid schedule. Staff work in the office 2 days per week and remotely 3 days per week subject to change based upon organizational needs. This position may be performed fully remote if desired with quarterly travel to the office. Employees are responsible for maintaining a remote environment conducive to conducting business with their own reliable, secure internet. PNCB provides all other equipment.

The position works with the Continuing Education (CE) Team in the development and production of continuing education products, with primary responsibility for cyclical production of PNCB Pediatric Updates and related committee work, providing guidance to item writer and committee members in their item writing work, to include participation in annual committee meetings and/or workshops.

Essential Job Duties:

- Functions as a Primary Editor for CE content to prepare new continuing education modules in specified content areas (primarily Pediatric Updates modules for APRNs). Composes new items as needed to complete content requirements, while adhering to accreditation standards and an internal production schedule which meets recertification requirements or other certificant learning needs.
- Uses CPNP subject matter expertise to critically analyze content for currency, relevancy, and accuracy with the goal of maintaining customer satisfaction by creating a variety of products which foster lifelong learning. As needed, assists with other CE content development or review such as Free or Alternative CE.
- Collaborates with staff and consultant members of the CE team to review, select, and recommend best reference materials for committee member assignments. Assignments are geared for nursing professionals with a scope of practice that includes pediatrics.
- Participates in leading CE committee meetings (both in-person and virtual) and Item Writer Workshops as needed. Assists with development and quality improvement of item writing training materials.

Essential Skills/Specifications:

- Strong organizational skills and the initiative and ability to manage multiple priorities while meeting established deadlines.

- Excellent editorial, oral and written communications skills.
- Ability to lead groups toward completion of assigned activities.
- Travel and attendance 3-4 times a year at assigned PNCB meetings or conference exhibits, as needed. Demonstrated expertise in MS Office suite (Word, Excel, Outlook, and PowerPoint) and ability to work with PNCB's learning management software.

Work Hours: 40 hours per week.

Minimum Education/Training Requirements: Master's degree in nursing

Minimum Experience: 5 years relevant work experience

Required Licenses or Certification: APRN license, CPNP certification

Classification: Exempt

Supervisory Responsibilities/Controls: None

Letters of interest with resume should be submitted to hr@pncb.org