

# Arkansas Pharmacists Association

## Director of Meetings and Education

*The Director of Meetings and Education will be responsible for developing relationships with APA members, coordinating and executing all APA meetings, and overseeing APA's education efforts, including immunization trainings and continuing education.*

### **Job Responsibilities**

Director of Meetings and Education is responsible for: providing pharmacists and pharmacy technicians immunization training and education to increase the number of vaccine providers in Arkansas; overseeing and coordinating all aspects of APA's meeting requirements each year; developing strategic relationships with meeting and education contacts; working within the office to collaborate in all areas.

- **Meetings**
  - Plan, develop and execute all aspects of meeting planning for all of APA's meetings, including Annual Convention and Trade Show (June of each year); Regional Meetings (up to 11 dinner meetings throughout the state in the month of September and one to two virtual meetings); board of directors meetings (four per year) and annual committee forum and holiday party; political reception (every other year); and other events as they arise
  - Develop innovative methods to interest members in attending all APA meetings
  - Collaborate with Director of Communications to develop a marketing strategy and materials for all meetings
  - Work with all APA staff to facilitate logistics for in-house meetings
  - Research feasibility of developing webinars for Continuing Education of Pharmacists
  - Negotiate contracts and pricing
  - Market the APA Conference Center to other organizations to create a revenue source for the APA
  - Be the main point of contact with AAHP, when planning their board meetings and annual fall seminar
  - Assist AAHP with any virtual meeting needs they might have throughout the year
  
- **Education and Immunization Training**
  - Plan and organize all education events for pharmacists in the state
  - Apply for all continuing education with ACPE for all education activities
  - Execute all virtual and in person continuing education opportunities
  - Provide pharmacists and pharmacy technicians immunization training and education to increase the number of vaccine providers in Arkansas
  - Work with accreditation outlets to get all training and programs accredited for all healthcare providers
  - Increase the education and training for the Vaccine for Children program in Arkansas to increase the number of providers in the state
  - Provide and develop continuous professional development and training for physicians, pharmacists, technicians, and other support personnel in providing immunization services
  - Work with the vaccine coordinator and consultants to employ effective implementation strategies for vaccine delivery in AR

- Troubleshoot with the training software and learning management system to provide the latest technology to educate Arkansas's pharmacists through a virtual platform, allowing us to reach more pharmacists than traditional in-person, classroom-style training while also maintaining social distance, as needed
- Assist with the Mini Grant assistance in adding 70 pharmacies to the VFC program in Arkansas
  
- **Committee Liaison**
  - Serve as staff liaison to the APA Organizational Affairs Committee
  - Facilitate volunteer involvement in the communications of the APA
  
- **Misc**
  - Serving as the primary backup to the Administrative Assistant answering incoming phone calls
  - Assist the Director of Communications with IT support
  - Other duties as assigned

If interested in applying, send a cover letter and resume to Celeste Reid at [celeste@arrx.org](mailto:celeste@arrx.org)