

## Education Projects Coordinator

**Job:** Full time

**Location:** Paris 1er + WFH one day a week

Traveling required.

### Summary

The Education Project Coordinator will be in charge of the development and day to day running of all education activities of the association such as 3-year Diploma, online certification, clinician courses, affiliation of centers, spring breaks etc.

He/ she will be actively involved in all activities and services of the association and will develop a broad and deep knowledge of all EAO's projects and its community.

He/she will assist the Board of Directors and the Education Committee in implementing all online/onsite education projects. He/ she will also be responsible for developing the EAO's online education offer towards our professional community.

He/she will work in close collaboration with the Congress Manager on the Scientific Programme of the Annual Congress.

### Main responsibilities (non-exhaustive list)

- Coordination of live and online educational events: definition of the programme with the Education Committee, budget planning, local arrangements, contracts with local suppliers, setting up of registration platform, post event follow up
- Develop and implement the EAO overall education strategy: work in close collaboration with the Education Committee to identify potential markets, define priorities and broadcast content over all existing channels (social media, website, online library, newsletters etc)
- Responsible for uploading content and managing the EAO Online Library
- Work in close collaboration with the Communication Manager on online marketing strategies to develop educational projects
- Manage webinars (contact with selected speakers, coordination, social media follow up)
- Act as the Research and Education Committee liaison
- Assist the Congress Manager and the Congress Committee with the coordination of the Scientific Programme (speakers' invitations, session coordination, publication of content post event)
- Plan and follow up on a yearly budget for all educational activities (registration/ invoicing/budget planning)
- Liaise with suppliers and committee members and maintain excellent working relationships with all stakeholders (collecting content, coordinating reviews and publications)
- Onsite coordination of educational events (2-day courses, workshops, seminars) – traveling required

### **Skill specifications :**

- Minimum of 3 to 5 years' experience in project management and programme coordination, preferably within an international environment
- Oral and written command of English. Excellent written and verbal communication skills, including presentation skills.
- Energy and drive in the day-to-day management, capacity to work independently and proactively but also within a small team
- Ability to work and communicate in a multicultural environment.
- Keen interest in online content management (keywords, topic management, presentation of content).
- Well-developed administrative and computer skills, including good knowledge of MS Office, web-based administration and CRM tools such as Salesforce and Wordpress
- Good understanding of budget planning and management, focused on results and excellence.

### **The European Association for Osseointegration (EAO)**

The EAO is a non-profit medical association. Our community is made of professionals from all over the world, moved by the same passion for excellency in research and clinical practice in implant dentistry.

We provide our members with a range of services including many educational activities from basic knowledge in implant dentistry to master clinician courses with world renown experts in the field of implant-based therapy.

Whilst the association itself is Brussels based, our operational office is located in the center of Paris. It was opened in 2016 to handle all of the association projects and provide assistance to members. The team is made of one Director + 5 full time staff working together on different areas: congress management, sponsorship, marketing and communication, project management, accountancy, and many other things!

We are a small team, used to multitasking and working in a very exciting environment with professionals from all over the world.

More information on: [www.eao.org](http://www.eao.org)

#### **Please send your application to:**

Philippe Bregaint, Executive Director,  
[p.bregaint@eao.org](mailto:p.bregaint@eao.org)