



**Title: Professional Practices Coordinator**

**Reports to: AHDi Director of Professional Programs**

**Location: Remote position**

***Full Time; Salaried***

The AHDi Professional Practices Coordinator works directly with the AHDi Director of Professional Programs to coordinate all AHDi professional development and intellectual property programs and is responsible for ensuring that all products, programs, and services under development and/or in execution meet the association's rigorous standards for professional excellence. Primary duties and responsibilities include:

- Management of the Benchmark KB research team, coordinating all terminology assignments and deadlines, reviewing and approving all team submissions, and compiling all terms for submission to InterFix.
- Working closely with the Director of Professional Programs to oversee Benchmark KB content updates and future contributions.
- Management of all *content development*, including submission and review, of all online education offerings, including credentialing prep courses, SRT course, etc.
- Generating all credit-worthy webinar offerings, including contacting and coordinating commitments from presenters, and works closely with the Technology and Social Media Coordinator to get these on the AHDi webinar schedule.
- Working with the Director of Professional Programs and Professional Practices Manager to coordinate all educational and/or credit-worthy products under development, managing and reviewing content contributions from volunteers and contracted authors.
- Working with the Director of Professional Programs to shape, coordinate, and manage educational programming for the AHDi Annual Convention & Expo and other on-site events, as appropriate.
- Overseeing workforce development programs, including Registered Apprenticeship, Military Spouse, and PHR Facilitator programs.
- Receiving and responding to all professional practice questions submitted via email, KB, AHDi website, or social networking sites/blogs.

**Requirements:** The ideal candidate for this position will have a minimum of 5 years' professional practice experience in medical transcription, with broad-based multispecialty acute-care expertise. Current CMT credential required; experience as an MT educator or educational program director with advanced clinical content understanding as well as item-writing experience, strong communication and editing skills, and understanding/experience with industry technologies ***strongly preferred***. Preferential consideration will be given to candidates who not only meet these core requirements but also have history and experience working at the national level on AHDi education approval, workforce development, credentialing, and/or professional practices initiatives. A working knowledge of current association projects and objectives also preferred.

**To Apply:** Forward your resume and qualifications to Lea Sims, CMT, AHDI-F, Director of Professional Programs – [lsims@ahdionline.org](mailto:lsims@ahdionline.org).