

American Epilepsy Society

Education and Publications Coordinator

The Organization

The American Epilepsy Society (AES) is one of the oldest neurological organizations in the country. AES's mission is to advance research and education for professionals dedicated to the prevention, treatment, and cure of epilepsy. With 5,600 members including clinicians, scientists, industry professionals, and advocates, AES fosters interdisciplinary communication, scientific discovery, and clinical advancement. AES is headquartered in downtown Chicago with a staff of 28 and a \$13M operating budget.

Position Overview

The Education and Publications Coordinator provides operational and administrative support for the American Epilepsy Society's educational programs and scholarly publications, including *Epilepsy Currents*. This position serves as a central coordinator for content development, project management, engagement, compliance activities, and workflow administration across multiple AES initiatives.

Working closely with staff, volunteer leaders, editors, authors, faculty, learners, and external partners, the Coordinator ensures educational activities and publication projects are delivered efficiently, meet quality standards, comply with accreditation and organizational requirements, and provide an exceptional experience for AES members.

Key Responsibilities

Project and Workflow Coordination

- Coordinate the operational activities required to support educational programs, journal publications, and related AES initiatives.
- Manage project timelines, milestones, and deliverables to ensure timely completion of assigned activities.
- Monitor workflows and track progress across multiple projects, following up with stakeholders as needed to maintain schedules and deadlines.
- Maintain project documentation, records, and tracking systems to support efficient operations and institutional knowledge.
- Identify opportunities to improve processes and recommend workflow enhancements.

Content Development and Production Support

- Collaborate with Education and Marketing & Communications staff to support the development, review, and distribution of educational and promotional materials.
- Coordinate content-related activities involving faculty, authors, editors, reviewers, and volunteer leaders.

- Manage content submissions and support documentation through designated systems and platforms.
- Support review, revision, approval, and production processes to ensure quality and adherence to established timelines.
- Assist with special content initiatives, supplements, and publications as assigned.

Engagement and Communications

- Serve as a primary point of contact for assigned volunteer leaders, faculty, editors, authors, learners, and external partners.
- Facilitate communications among internal and external teams to support project goals and organizational priorities.
- Respond to customer service inquiries related to educational products, publications, and other assigned programs.
- Coordinate meetings, prepare agendas and supporting materials, document discussions, and track follow-up actions.
- Support onboarding and orientation activities for volunteers and contributors.

Compliance, Reporting, and Documentation

- Participate in the development, maintenance, and organization of documentation required to meet accreditation, compliance, governance, and reporting requirements.
- Maintain records and reporting systems related to educational activities, including ACCME PARS reporting, as assigned.
- Ensure required forms, agreements, and supporting materials are collected, organized, and retained according to established policies.
- Prepare routine reports, dashboards, and summaries for staff leadership, committees, and volunteer groups.
- Draft, update, and maintain standard operating procedures and process documentation.

Systems and Administrative Support

- Utilize association management (re:Members), learning management (Oasis), manuscript management (Scholar One), and other technology platforms (Microsoft suite, Asana) to support program operations.
- Enter, maintain, and verify data across multiple systems to ensure accuracy and completeness.
- Coordinate logistics for committee, task force, work group, editorial board, and project team meetings.
- Support vendor and partner relationships by coordinating information exchange, timelines, and deliverables.
- Assist with testing and implementation of new processes and technology solutions.

Qualifications

- Bachelor's degree or equivalent combination of education and relevant professional experience.
- Minimum 2–4 years of experience in administrative coordination, project coordination, nonprofit administration, association management, or related roles.
- Experience supporting educational programs, publications, association operations, healthcare organizations, or related administrative functions preferred.
- Strong organizational and project management skills with the ability to manage multiple priorities simultaneously.
- Excellent written and verbal communication skills.
- Experience working with databases, content management systems, learning management systems, manuscript management platforms, or similar technologies preferred.
- Demonstrated attention to detail, problem-solving ability, and commitment to customer service.
- Ability to work in a fast-paced environment, ensuring deadlines are met.
- Ability to work within a small team structure with excellent customer service (internal and external).
- This position requires limited travel for all-staff retreats in the Chicagoland area and the possibility of extended period onsite for the AES Annual Meeting.

Core Competencies

- Project Coordination and Execution
- Communication and Relationship Management
- Process Improvement and Documentation
- Customer Service and Stakeholder Support
- Organization and Time Management
- Data Management and Reporting
- Collaboration and Teamwork
- Attention to Detail
- Adaptability and Continuous Learning

Compensation and Location

This is a full-time, non-exempt position located in Chicago, IL with opportunity to work remote 2-3 days a week.

- \$65,000-\$75,000 annual compensation, plus benefits, including health, dental and vision insurance and eligibility to participate in a 401K retirement plan.
- Applicants must be located and authorized to work in the United States on a full-time basis now and in the future. AES is not able to sponsor candidates requiring work authorization.

AES Vision

To eradicate epilepsy and its consequences.

AES Mission

To advance research and education for professionals dedicated to the prevention, treatment, and cure of epilepsy.

AES Values

We are dedicated to improving the lives of people with epilepsy. We embrace innovation and strive for excellence in everything we do. We are an inclusive, collegial community, which enriches the experiences of all involved. We value collaborating with other organizations that are aligned with our mission to achieve greater results.

Equal Employment Opportunity

AES is an Equal Employment Opportunity employer. Equal Employment Opportunity is a fundamental principle of the American Epilepsy Society, where employment is based upon personal capabilities and qualifications without discrimination based on race, color, sexual orientation, gender identity, religion, sex, age, national origin, military history, disability, genetic information or any other protected status. This policy applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment. Discrimination is not tolerated, and appropriate disciplinary action may be taken for violations.

Search Process

Resumes (required) and cover letters (encouraged) may be sent to Jennifer Buzalski (Sr. Director of Finance and Administration) at jbuzalski@aesnet.org. Individuals may also apply via LinkedIn and the AES website: <https://aesnet.org/about/about-aes/aes-jobs>.

AMERICAN EPILEPSY SOCIETY