



POSITION DESCRIPTION

JOB TITLE	DEPARTMENT	STATUS
Administrative Coordinator, Education and Research Programs	Education and Research	Non-Exempt
DIRECT REPORTS	SALARY	SUPERVISOR
N/A	\$44,000	Senior Director, Education Research

About ASPEN

ASPEN is dedicated to improving patient care through clinical nutrition research, education, and certification. As part of our team, you'll play a vital role in supporting programs that directly impact healthcare professionals and the patients they serve.

Summary:

The Coordinator, Education and Research Programs, provides administrative and program support across ASPEN's education, research, and certification initiatives. This entry-level role is ideal for someone detail-oriented, highly organized, and eager to contribute to a mission-driven organization.

Key Responsibilities

Overall Program Support

- Provide administrative and logistical support for ASPEN's education and research programs.
- Assist in planning and executing program activities, webinars, and events.
- Track deadlines, submissions, and participant communications.
- Collect data for evaluation of education programs, i.e., number of registrants, attendee feedback, etc., and produce summaries for the management team.
- Provide support to committees and volunteers across ASPEN, the ASPEN Rhoads Research Foundation, and the National Board of Nutrition Support Certification (NBNSC).

Accreditation

- Administer continuing education credits for Society education programs in accordance with accreditation criteria.
- Generate, maintain, distribute, track, and file accurate continuing education documentation to accreditation entities.
- Process education evaluation materials, including generating summary reports.
- Administer education outcomes survey and data collection process.

**Certification**

- Provide support to the NBNSC certification programs volunteers and customers.
- Handle inquiries, certificate processing, database management, website content, and report generation.

Grants & Awards

- Support grant and awards processes by coordinating applications, communication, and recordkeeping.
- Assist with the preparation of ASPEN Rhoads Research Foundation program materials and reports for the Foundation Committees and Board.

Customer Service & Communication

- Serve as a primary contact for program inquiries via phone and email.
- Provide timely, professional support to members, applicants, and participants.
- Draft and proofread written communications and materials.

Technology & Data Management

- Create and maintain accurate records in databases and spreadsheets.
- Build educational opportunities within ASPEN's platforms and maintain program information including the Self-Assessment program, the ASPEN main website, the ASPEN eLearning Center, and the NBNSC website.
- Upload and update program information on ASPEN's website and internal and external systems.
- Assist with data collection and reporting for program evaluation.
- Provide support on Society's programs and platforms to customers.

This description incorporates the core responsibilities of the job. It is recognized that other related duties not specifically mentioned may also be performed, and that not all listed responsibilities may be carried out depending on operational needs.

Qualifications**Education & Experience**

- Associate's degree required; Bachelor's degree preferred (or equivalent combination of education and experience).
- At least 1 year of administrative experience (including internships, volunteer work, or relevant coursework).
- Experience in nonprofit, education, or healthcare settings is a plus.

Skills & Abilities

- Strong organizational, written, and verbal communication skills.
- Proficiency with Microsoft Office.



- Ability to learn new software quickly and consistently work with software to carry out job functions.
- Excellent attention to detail and ability to manage multiple tasks and deadlines simultaneously.
- Customer service mindset with the ability to respond professionally to inquiries from society's leadership, vendors, customers, and staff.
- Ability to work both independently and collaboratively in a fast-paced, team-oriented environment.
- Willingness to learn and take initiative.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to travel to the ASPEN Annual Conference, which is held in a new location each year. Projected time at the conference is 5 – 7 days.

Why Work at ASPEN?

- Be part of a mission-driven nonprofit improving healthcare outcomes.
- Comprehensive benefits package, including health, dental, and vision insurance, retirement plan, paid time off, and more.

How to Apply

Please submit your resume, a brief cover letter and salary requirements to jobs@nutritioncare.org

Equal Opportunity Employer

ASPEN is an equal opportunity employer and is committed to fostering an inclusive, respectful, and diverse workplace. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, disability, age, or veteran status.