

United States Lactation Consultant Association (USLCA)
Job Description and Performance Evaluation Standards

Date: December 18, 2024

Position: Professional Development Coordinator (Part-time)

Reports to: Executive Director

Position Summary: The Professional Development Coordinator plays an essential role at the United States Lactation Consultant Association (USLCA) by coordinating and managing the Association's professional development programming. The Professional Development Coordinator is responsible for the planning of in-person and virtual events, ensuring the Association adheres to the standards and guidelines of the American Nurses Credentialing Center (ANCC) and the International Board of Lactation Consultant Examiners (IBLCE) and remains in good standing, and leads the educational offerings for USLCA members and the broader lactation community. This role emphasizes the development of high-quality, evidence-based educational content. The responsibilities of the position include:

1. Serve as the lead in professional development programming
2. Planning and coordinating continuing education programming, including webinars, live and virtual workshops and courses, and supporting the clinical journal editor to meet the needs of USLCA members and the lactation community.
3. Lead the accreditation process with the American Nurses Credentialing Center (ANCC) and the International Board of Lactation Consultant Examiners (IBLCE) in collaboration with the ANCC-Accredited Provider Unit (APU) lead to ensure compliance with standards for all educational programming and journal articles.
4. Coordinate the logistics and liaise monthly meetings with the APU to maintain accreditation standards and deliver timely continuing education credits for all eligible programs.
5. Assess member satisfaction with current professional development offerings and adjust programs as needed based on member feedback and the IBLCE Detailed Content Outline.
6. Work closely with speakers and subject matter experts to deliver high-quality, evidence-based educational content that is inclusive and relevant to the needs of lactation supporters, professionals, and other maternal and child health professionals.

7. Collaborate with the Marketing Manager to promote educational programs, webinars, and events, ensuring effective member engagement and outreach.¹
8. Coordinate with the Operations Manager to facilitate efficient program logistics, member access, and support processes, optimizing the member experience.
9. Support the Executive Director in aligning educational programs with USLCA's mission and goals.
10. Ability to manage multiple tasks in a dynamic work environment.
11. Other duties as assigned by the Executive Director and Board of Directors.

Skills and Experience Required

- Hold the IBCLC credential and be in good standing.
- Possess 2-4 years of project management experience.
- Possess a minimum of 5 years of experience in lactation care and/or educational program coordination; experience with accreditation processes is a plus.
- Strong organizational skills.
- Strong oral and written communication skills with attention to detail.
- Proficiency in Microsoft Office Suite, Google Suite, Canva, and virtual meeting platforms.
- Demonstrated commitment to equity, diversity, inclusion, and belonging.
- Bachelor degree in public health, nutrition, lactation or similar field is highly preferred.

Salary: \$ 30,000.00