

PROJECT MANAGER, APPROVED PROVIDER PROGRAM (APP)

The **American Occupational Therapy Association (AOTA)**, the national professional association established in 1917 to represent the interests and concerns of occupational therapy practitioners and students, is seeking a **Project Manager, Approved Provider Program (APP)**. Occupational therapy practitioners believe everyone deserves to maximize their potential and participate in everyday living. AOTA advances occupational therapy practice, education, and research through standard setting and advocacy on behalf of its members, the profession, and the public.

AOTA offers a comprehensive compensation and benefits package, including a flexible hybrid work environment (local to DC/MD/VA), a 401k contribution, health insurance, sick leave and paid vacation leave, a transportation subsidy, and much more.

POSITION SUMMARY:

Responsible for managing Association activities and projects related to the programs within AOTA. The position holds responsibility for assuring that the program initiatives and work plans are fully executed and support the strategic goals and objectives of the Knowledge Division and the Association. The Project Manager plays a vital supporting role in project management, providing administrative, organizational, and logistical assistance to the Director of Approve Provider & Fellowship Program. They assist the Director and team members in various aspects of project planning, execution, and closure. The Project Manager's responsibilities revolve around ensuring smooth project operations, maintaining documentation, facilitating communication, and coordinating tasks to ensure project goals are achieved efficiently. The project manager will use their expertise as an occupational therapy practitioner to oversee and manage the review process within AOTA Programs. The Project Manager will evaluate, analyze, and provide feedback on various materials, documents, products, or processes. The Project Manager will communicate issues to the Director that may decrease accuracy and consistency.

POSITION SPECIFIC DUTIES:

- Uses expertise as an OT practitioner to review applications, renewals and reports submitted to AOTA Programs.
- Monitors associate compliance with program guidelines, ensuring they are completed on time and within scope. Track project milestones and deliverables, providing regular updates to the Director of Approve Provider & Fellowship Program.
- Provides logistical support to the project team members, manager(s) and/or director(s), and volunteer leaders as it relates to scheduling meetings, assembling, organizing, and distributing materials, managing ongoing correspondence, distributing, collecting, and processing expense reports and responding to routine procedural requests, etc.
- Acts as a liaison between team members, associates, and the Director. Facilitates effective communication channels to ensure everyone is informed about project progress, changes, and updates.

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The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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Responds to member and customer inquiries related to assigned projects and programs.

- Assist in identifying and documenting project risks and issues, escalating them to the Director of Approved Provider & Fellowship Program as necessary.
- Contribute to process improvement initiatives by providing feedback and suggesting best practices to enhance project efficiency and effectiveness. Supervise a team of volunteer reviewers, providing guidance, training, and support. Communicates issues to the Director. Conduct training sessions for reviewers to enhance their skills and knowledge, ensuring they are up to date with relevant guidelines and industry best practices.
- Actively participates in assigned staff teams for projects related to education, continuing professional development, and other areas of practice, including identifying potential project issues and providing content expertise to the project.
- In conjunction with the Education and Professional Development Department, engage in a variety of communication activities, both internal and external to the organization, to promote the mission of AOTA related to continuing professional development.
- Writes, contributes to, and edits reports and materials of the Association.
- Model the AOTA culture values throughout the workplace and employ them in all interactions with peers, managers, volunteers, members, and other stakeholders.
- Actively address components of workplace culture that impede organizational and individual effectiveness in a manner consistent with the organization's values.
- Embrace diversity and work proactively with peers, direct reports, and senior leadership to foster an equitable and inclusive workplace.
- Some travel may be needed to assist with the logistics of the various meetings.
- Other duties as assigned.

EDUCATION/EXPERIENCE/SKILLS:

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- Bachelor's degree from an accredited institution in Occupational Therapy.
 - Professional certification is a plus.
 - Four to six years of related work experience as an Occupational Therapist or Occupational Therapy Assistant, related field and/or Association Management.
 - Demonstrated clinical experience & expertise in areas related to professional development and clinical competence.
 - A different combination of formal education and experience will be considered.
 - Understanding of the literature related to evidence-based practice, professional development & clinical competence issues.
 - Strong attention to detail and a commitment to quality.
 - Ability to collaborate effectively by building relationships across all departments and levels.
 - Must demonstrate good judgment and mature business skills, a high level of organizational and time management skills, and flexibility in competently juggling competing priorities and changing expectations.
 - Skilled in critical thinking, analysis, and determining project direction.
 - Excellent written and oral communication skills.

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- The position exercises moderate influence upon the actions or operations of others and has a moderate impact on the activities of AOTA.
- Requires significant problem solving, judgment and/or innovative thinking to accomplish very broadly defined and/or technically complex responsibilities of the position. The work may involve the development of recommendations for the division/department goals and projects. Receives broad work direction and objectives. Broad latitude is given to determine approaches, procedures, and methodologies for accomplishing the work of self and others. Receives administrative review.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

- May be in a stationary position for prolonged periods of time at a computer.
- Occasionally required to lift light objects (less than 25 pounds).

WORK ENVIRONMENT (In Office):

- The noise level in the work environment usually is moderate.

Full-time, Flexible Hybrid work schedule or possibility of remote, Exempt position

Salary: Commensurate with experience

SELECTION PROCESS: We only accept applications that follow the electronic process. No phone calls please. This position is subject to background screening. Please E-mail resume and cover letter with salary expectations to jobs@aota.org.

At AOTA, our commitment to equal employment opportunity and affirmative action seeks to ensure a work environment free of discrimination and harassment. AOTA is committed to attaining a diverse workforce that is representative of the community. Individuals with disabilities, veterans, LGBTQ+, women and minorities are encouraged to apply.

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