

## **IAIABC Education Services Manager Position**

The International Association of Industrial Accident Boards and Commissions (IAIABC) is hiring an Education Services Manager.

### *What is the role?*

The Education Services Manager will lead the development and execution of the IAIABC's educational programs, held in multiple formats throughout the year, and educational sessions at its conferences. The IAIABC offers several virtual training and continuing education programs; develops hot topic webinars and discussion sessions; and hosts two in-person conferences a year, both with speakers invited from around the world.

### *What is the IAIABC and what does it do?*

The IAIABC is a trade association for jurisdictional agencies and private sector organizations involved in workers' compensation regulation and service delivery. The IAIABC provides education, develops content, supports committee work, develops industry standards, shares best practices, and connects its member organizations and their staff, all in the name of empowering, educating, and connecting the global workers' compensation community to reduce harm and aid recovery from work injuries and illnesses.

### *Who will you be working with?*

The IAIABC staff is small but mighty and truly embodies the spirit of working hard and playing hard. We enjoy what we do and enjoy doing it together. Building and cultivating a positive and supportive work environment and culture is of critical importance to the IAIABC Executive Director and staff. This position will work both independently and collaboratively with staff and members.

The IAIABC operates as a fully remote staff. Travel for staff engagement activities may be required to help maintain that culture.

## **Are you the right person to help lead the IAIABC's educational efforts? We'd love to find out!**

### *The Education Services Manager will be asked to:*

- Design and deliver impactful educational programs, including virtual training, webinars, and in-person events, that serve the diverse needs of the IAIABC community.
- Collaborate with subject matter experts to ensure content is timely, relevant, and aligned with industry developments.
- Apply instructional design principles and leverage tools such as Articulate360 to create engaging, learner-centered educational experiences.
- Innovate content formats to enhance accessibility, interactivity, and knowledge retention.
- Partner with IAIABC committees and volunteers to co-develop educational content and support the successful execution of programs.
- Serve as a staff liaison to designated volunteer committees and councils, fostering collaboration and alignment with organizational goals.
- Develop methods to assess participant learning outcomes, including knowledge retention and skill application.
- Implement evaluation strategies to measure program effectiveness and inform continuous improvement.
- Prepare and manage budgets for educational initiatives, ensuring fiscal responsibility and strategic resource allocation.

- Implement and administer the IAIABC's Learning Management System, maintaining content and optimizing the user experience for program participants.
- Stay informed on emerging trends in adult education and instructional design.
- Recommend innovative approaches to enhance the quality and relevance of IAIABC's educational offerings.

*What kind of experience and expertise are we looking for?*

*Required:*

- Experience developing adult educational programs
- Experience managing and working with diverse communities and stakeholders with differing objectives
- Customer-centric attitude
- Ability to travel 3-4 times per year to two IAIABC conferences, as well as an IAIABC Board meeting, external conferences, and/or staff engagement activities (ample notice given)
- Bachelor's Degree

*Desired:*

- Two years of experience working in the workers' compensation industry
- Experience with learning management systems
- Experience with Association Management Software (the IAIABC uses Novi AMS) or CRM software
- Experience working with authoring tools like Articulate360
- Experience working with volunteer committees and leadership groups

*Here are the benefits this role will receive:*

- Salary range of \$65,000 – 73,000 per year
- A generous benefits package, including medical, vision, and dental coverage; 15 days of vacation starting; paid sick leave; 11 paid holidays per year; and an annual SEP retirement contribution after 2 years of employment
- Staff enjoy early office closure on Fridays and paid time off between Christmas Day and New Year's Day
- An inclusive culture that supports the team while respecting differences of opinion and ideas

*We're inclusive*

The IAIABC ensures equal opportunity for all people without regard to race, color, religion, creed, national origin, sex, age, ancestry, marital status, sexual orientation, gender orientation, genetic information, disability, veteran status, or draft status. The IAIABC will make reasonable accommodation wherever necessary for all employees or applicants with disabilities.

*Learn More*

Learn more about the IAIABC at [www.iaiaabc.org](http://www.iaiaabc.org).

*Apply*

Email your cover letter and resume to IAIABC Executive Director Heather Lore at [hlore@iaiaabc.org](mailto:hlore@iaiaabc.org) by October 15, 2025.