



The International Society of Nephrology Foundation is looking to recruit a part-time Medical e-Learning Specialist for an **immediate start**.

He/ She will Managing the ISN Learning Management System(LMS), ensure regular updates and designing new web-based coursework in collaboration with subject matter experts

The Online Learning Specialist role is to manage the curriculum and learning materials for online and blended courses. His main goal is to drive and support a committee of physicians to develop appropriate learning resources and develop strong online communities.

Responsibilities:

Course development

- Following up and chasing experts that have agreed to elaborate new multimedia resources.
- Build the resources within the LMS, develop learning quizzes, assessment methods
- Liaising and work closely with the ISN Education Editor and society Headquarters to ensure timely delivery of courses
- Identifying, selecting and categorizing the new content uploaded.
- Enquire and investigate possibilities for CME accreditation for the courses

Webinar planning

- In charge of editorial planning of a webinar series, identifying moderators, writing invitations, ensure timely abstracts
- Technical support for doctors elaborating audiovisual presentations, setting up webinars.

Marketing

- Promote the new content via social media.
- Writing a monthly editorial piece to promote the content
- Support and follow up with the Headquarters marketing team on the various web development of the portal and ensure proper marketing

Qualifications and Experience:

Required

- Bachelor's degree in a scientific field (medicine, biology, pharmacy, chemistry)
- Proven knowledge or education or other discipline providing knowledge of community education and/or online education delivery systems
- Critical thinking, problem solving, organization, attention to detail, clear spoken and written communication, active listening and very good social skills
- International exposure
- Very good command of English (written and spoken). Other languages are an asset.
- Excellent knowledge of Office programs.
- Hand on approach, willing to learn and keep up to date with the latest internet technologies, digital marketing tools and new apps.
- Creative mind: finding creative solutions to technical barriers, coming up with new fresh ideas to develop the e-learning portal.
- Visual mind, great attention to detail.
- Well organised, precise and reliable
- Good communication skills
- Pro-active, dynamic and resourceful and flexible

Desired:

- Experience with course development software or any Learning Management System
- Knowledge of CME accreditation systems (USA and Europe primarily)
- Experience with audio and video editing
- Desktop publishing, which involves editing digital images, designing page layouts, and using electronic publishing software

The company offers:

- a part-time 60% contract, on a freelance basis, for a duration of 1 year initially but renewable long-term
- a fun, multicultural and challenging working environment
- location is flexible: HQ is based in Brussels but we are open to candidates working remotely

To apply for this position, please send your CV and covering letter in English to Louise Hilditch (lhilditch@theisn.org) Please mention "E-learning Specialist" in the e-mail subject line.

Deadline for applications for this position is 4 November 2016

We thank all candidates for their interest; however please note that due to the volume of applications, we will only be able to contact shortlisted candidates.

About us

The International Society of Nephrology (ISN) is a global not-for-profit society dedicated to its philanthropic mission of advancing the diagnosis, treatment, and prevention of kidney diseases in the developing and developed world.

Since its foundation in 1960, ISN has pursued the worldwide advancement of education, science and patient care in nephrology. The Society represents a wide international network and provides an efficient platform for timely scientific exchange, debate and dissemination between healthcare professionals around the world.

ISN has 10,000 professional members from 129 countries. In addition, ISN closely collaborates with over 70 national and regional nephrology societies around the world, representing about 20,000 professionals.

For more information, visit www.theisn.org