

## Associate Director of Credentialing Programs Pediatric Nursing Certification Board (PNCB)

The Pediatric Nursing Certification Board (PNCB) is the largest independent pediatric nursing certification organization in the country. Our programs are recognized by every state board of nursing in the nation. At PNCB, we make it our mission to provide the highest quality certification services for nursing professionals who care for pediatric populations.

PNCB is currently looking for an experienced, full-time, Associate Director of Credentialing Programs. We offer competitive salary ranges and generous benefits along with a great team environment! Our organizational culture is based on the staff core values of Integrity, Teamwork & Approachability, Responsive Communication & Service, Supportiveness, and Excellence.

PNCB operates on a hybrid schedule. Staff work in the office 2 days per week and remotely 3 days per week subject to change based upon organizational needs. Employees are responsible for maintaining a remote environment conducive to conducting business with their own reliable, secure internet. PNCB provides all other equipment.

The position is responsible for assisting in the continual review, development and enhancement of PNCB continuing education products and programs.

### **Essential Job Duties:**

- Explores product development and enhancements to meet strategic goals. Participates in creative planning and proposals for new products to enhance continuing competence in pediatric nursing.
- Works collaboratively with other members of the CE Team to edit and prepare multiple new continuing education modules and instructional feedback (Pediatric Updates, Free CE, Alternative CE) in specified content areas to meet recertification requirements or other certificant learning needs. Composes new CE items for any given module to complete content requirements when needed.
- Works with CE Team to ensure that all CE products meet NAPNAP Accreditation standards for awarding continuing education contact hours. Provides input for quality improvement to key resources such as committee manuals and item writing training materials.
- Reviews and responds to concerns from end-users regarding content, and oversees updating content when indicated.
- Facilitates or co-facilitates assigned committee meetings to assist with item review.
- Collaborates with Chief Operating Officer (COO) and other Director-level staff to create synergy for organizational-wide projects.
- Works across PNCB teams to ensure that all information, including product pricing, CE provider status and policies governing administration and scoring of CE activities, are consistent with other PNCB products and services.

**Essential Skills/Specifications:**

- Strong organizational and project management skills with the initiative and ability to prioritize multiple demands while meeting established deadlines.
- Excellent oral and written communications skills with an awareness of potential impact that reflects on PNCB at the national level.
- Demonstrated professionalism in all interactions with volunteers that enhances and supports the mission, goals, and reputation of PNCB.
- Ability to gain and/or enhance item writing expertise to review, edit and critically evaluate exam items or CE modules.
- Ability to lead teams or groups toward completion of assigned activities.
- Ability to resource and apply adult learning principles.
- Represent PNCB at meetings or conferences as requested.
- Demonstrated expertise in MS Office Suite (Word, Excel, Outlook, and PowerPoint) and ability to work with PNCB's exam development and CE software platforms.

**Work Hours:** 40 hours per week\full time

**Minimum Education/Training Requirements:** Master's Degree in Nursing

**Minimum Experience:** At least 5 years of pediatric nurse practitioner experience including certification as a CPNP.

**Required Licenses or Certification:** RN and CPNP

**Classification:** Exempt

**Supervisory Responsibilities/Controls:** None

**Work Environment:** Hybrid schedule with a mix of remote and on-site work position/role dependent.

**Physical Demands:** Ability to sit for extended periods of time and work with a computer screen. Ability to lift and carry up to 20 pounds.

**Letter of interest and resume should be submitted to [HR@PNCB.ORG](mailto:HR@PNCB.ORG)**