Florida Health Care Association, a trade association based in Tallahassee, FL, is seeking a Director of Event Planning and Online Learning.

This individual is responsible for the planning, development, staging and management of the Association’s in-person annual conference, educational events and Association meetings. This individual also oversees the implementation of Association’s online education, including virtual meetings and webinars. The Director of Event Planning and Online Learning should have excellent negotiating skills and extensive experience with managing event budgets, contract writing and learning management systems. The position also requires excellent interpersonal skills, serving as direct liaison to hotels, event vendors and large member volunteer committee. The position supervises two event planning staff, directs activities of staff and other personnel at onsite events and works in coordination with multiple departments, including the Association’s Education Manager, to ensure long term care providers’ professional development needs are met.

Candidates should have a Bachelor’s Degree or educational equivalent; and 5 years minimum related experience.

Florida Health Care Association offers competitive salaries and an excellent benefits package which includes a generous employer contributed retirement program. Interested candidates should submit their resume and cover letter to hr@fhca.org.