

# IFCC is seeking an eAcademy Coordinator

The eAcademy Coordinator will work closely with the IFCC Committee on Internet and Distance Learning (C-IDL) and will be responsible for coordinating the development of new webinars for the eAcademy website. The coordinator will support communication with webinar speakers (identified by the Committee), recording of presentations, and webinar development using slides provided by the speaker and voice recordings. Familiarity and prior experience with eLearning software such as Office Mix is essential.

Other responsibilities of the eAcademy Coordinator include:

- To follow up potential presenters recommended by C-IDL for specific eAcademy topics.
- To provide advice, troubleshooting and training to presenters during the production of webinars.
- To provide relevant documentation, including that relating to permissions and monetary issues.
- To follow up progress on module preparation by presenters (it includes Key Words, CV, Photo, Self-assessment, Quizzes).
- To liaise with C-IDL members to identify learning objectives.
- To coordinate recording of select presentations at IFCC conferences and development of Webinars.

The eAcademy Coordinator will report to the Chairs of the Internet and Distance Learning Committee as well as the CPD chair. Compensation will be provided for each webinar developed based on an expected annual development of 20-30 webinars.

**Eligible applicants are encouraged to apply by providing a full curriculum vitae and a statement of interest, sending them via email to [colli-lanzi@ifcc.org](mailto:colli-lanzi@ifcc.org).**

Nomination by an IFCC national society is not required.

