



Allergy • Facial Plastic & Reconstructive Surgery • Head & Neck Surgery  
Laryngology • Neurotology • Otology • Pediatric Otolaryngology  
Rhinology • Sleep Medicine

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### Associate Executive Director Job Posting:

To meet increasing organizational demands, the American Board of Otolaryngology-Head and Neck Surgery (ABOHNS) invites qualified individuals to apply for the position of part-time Associate Executive Director. In this role, your passion for the mission of the ABOHNS will be applied to co-leading the development of content for certification and continuing certification exams. As part of the leadership team, you will work closely with ABOHNS staff, volunteers, and stakeholder societies.

A successful candidate must be an ABOHNS diplomate in good standing with a history of volunteer service to the organization. Candidates must possess excellent communication and teamwork skills. The position responsibilities can be performed remotely.

The position description can be found on the ABOHNS website at [www.abohns.org](http://www.abohns.org) under the “Highlights” section of the home page. Interested candidates should send (1) a statement of intent briefly describing why you are interested in the position, and (2) a current CV, to the attention of Brian Nussenbaum, MD, MHCM, Executive Director and Chair of the Search Committee at [bn@abohns.org](mailto:bn@abohns.org). Candidates can also contact Dr. Nussenbaum with questions about the position after reviewing the job description. Confidentiality will be maintained throughout the process.

The deadline for application receipt is February 15, 2021.

*The American Board of Otolaryngology-Head and Neck Surgery is an equal opportunity employer.*