



AFFILIATES RISK  
MANAGEMENT  
SERVICES, INC.

**Affiliates Risk Management Services, Inc., (ARMS) is currently seeking a Simulation Training Specialist** to join their organization. This hybrid, full-time regular position is based in New York, NY.

ARMS is a NY-based nonprofit organization that provides risk and quality management services to help clients enhance patient safety, improve health outcomes, and minimize the risk of loss. ARMS assembles and administers a comprehensive insurance program of coverages and provides risk-mitigation programs, internet-based education and training, and risk and quality management services to reproductive health centers throughout the United States.

### **YOUR ROLE**

The Simulation Training Specialist supports the PelvicSim program and assists with the management of on-site simulation training, including travel to national locations to deliver in-person didactic and hands-on training. The Simulation Training Specialist assists the Manager of Simulation Training to oversee coordination of simulator logistics, including management of shipping, simulator maintenance, and organization of simulator workspace. Additionally, the Simulation Training Specialist assists with performing outreach to and collaborating with partner affiliates who have and have not participated in the program, along with potential external clients who have expressed interest in the program, in order to plan and develop effective training.

The ARMS PelvicSim mobile simulation program offers high-fidelity, low-risk, and comprehensive training for intrauterine contraception (IUD) placement and removal, bimanual exams, and first-trimester transvaginal (TVUS) and transabdominal (TAUS) ultrasound screening along with moderate-fidelity, low-risk, and comprehensive training for digital anal rectal exams (DARE). The program is currently expanding to include screening for placenta accreta spectrum (PAS), cesarean scar ectopic pregnancy (CSEP), and the provision of first and second-trimester abortion care. This program includes didactic and experiential learning components.

### **DUTIES AND RESPONSIBILITIES**

- Support logistics, documentation, and inventory for the Simulation Training Program, ensuring simulators are maintained, shipped, and stocked with necessary supplies.
- Deliver technical support and facilitate on-site and remote trainings, including train-the-trainer and end-user sessions.
- Assist in developing and updating curriculum and materials, integrating TeamSTEPPS and Just Culture principles.
- Conduct outreach to current and prospective affiliates and external clients to promote training participation.

- Serve as liaison with Communications, Continuing Education, and internal teams to coordinate messaging, logistics, and accreditation.
- Maintain updated content on internal platforms and support data collection and reporting using Google Suite, Salesforce, and InDesign.
- Identify and pursue new opportunities to expand simulation training outreach and impact.

#### **QUALIFICATIONS:**

- Bachelor's degree and 2+ years of relevant experience required; background in women's health or reproductive care preferred.
- Experience in healthcare training, ideally with simulation technology.
- Strong project management, analytical, and organizational skills; able to multitask and problem-solve independently.
- Excellent communication, presentation, and customer service abilities.
- Proficient in Google and Microsoft Suites; familiarity with InDesign and Salesforce preferred.

#### **OTHER REQUIREMENTS:**

This position is based in New York City. Currently, this job is hybrid with three days working in the office and two days working from home. Attendance at and travel to national locations for trainings and/or attendance at conferences, as attendee and exhibitor as needed; travel may range from 30% - 50%. Must be able to lift 50+ lbs.

#### **BENEFITS:**

ARMS offers a full range of employee and family-friendly benefits including medical, dental, vision, short-term and long-term disability insurance, life insurance, a 401K program with employer contribution plus employer match, paid parental leave, and generous paid time off including vacation, sick leave, holidays, and personal days.

**SALARY RANGE \$75K - \$85K**

#### **APPLICATION:**

**This search is being conducted by OperationsInc, a Human Resources Outsourcing and Consulting firm. Since 2001, OperationsInc has been supporting a base of over 1,400 clients with their diverse and evolving HR needs.**

**Please forward your resume to [michelle\\_kolev@ajg.com](mailto:michelle_kolev@ajg.com).**

Affiliates Risk Management Services, Inc., is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment. Affiliates Risk Management Services, Inc. does not discriminate against any employee or applicant for employment on the

basis of race, color, religion, creed, sex, pregnancy, reproductive health decision-making, childbirth and related medical conditions, gender, gender identity/expression, transgender status, familial status, caregiver status, national origin, ancestry, age, physical or mental disability, genetic information or carrier status, status as a victim of domestic violence, sexual assault or stalking, sexual orientation, marital or partnership status, protected military status, veteran status, citizenship status, unemployment status, or any other basis protected by applicable law.

Affiliates Risk Management Services, Inc. is committed to creating a dynamic work environment that values respect and integrity, customer focus, and innovation.