Project Manager: WHNP Certification Exam Review Course
(Contract Position – Remote)

The National Association of Nurse Practitioners in Women's Health (NPWH) is seeking a highly organized, motivated, and experienced Project Manager to lead the update and redevelopment of our online WHNP Certification Exam Review Course. This role is critical to NPWH's mission to support the next generation of Women's Health Nurse Practitioners (WHNPs) with high-quality, scientific, evidence-based, and accessible continuing education. This contract position is fully remote, offering flexibility with the opportunity to work with leading voices in women's health and academic nursing.

About the Course

The WHNP Certification Exam Review Course is a comprehensive, self-paced online resource designed to prepare WHNP students, recent graduates, and practicing NPs for the National Certification Corporation (NCC) WHNP certification exam. NPWH is seeking to improve the quality and delivery of the course. The updated course will align with the 2025 NCC Candidate Guide and test blueprint, and reflect the most current evidence-based standards in women's and gender-related health.

Key Responsibilities

- Oversee the full project lifecycle of the WHNP Review Course update—from planning through final delivery.
- Recruit, coordinate, and support a team of qualified WHNP authors and reviewers.
- Ensure all content aligns with the NCC 2025 Candidate Guide and is clinically accurate, current, and inclusive.
- Facilitate timely communication among contributors; serve as the primary liaison between authors, reviewers, NPWH staff, and the selected e-learning vendor.
- Develop and manage a detailed project timeline with defined deliverables, milestones, and deadlines.
- Monitor workflow to ensure steady progress; intervene appropriately when timelines are at risk.
- Collect and organize all required documentation from contributors (e.g., disclosure forms, agreements).

- Collaborate with the vendor to transform written content into engaging, learner-friendly online modules.
- Provide weekly progress updates and flag any concerns or challenges to NPWH staff.

Preferred Qualifications

- Board Certification as a WHNP-BC (required)
- Academic or teaching experience in a WHNP program strongly preferred
- Demonstrated success in project management within a healthcare or educational setting
- Experience with instructional design and/or e-learning platforms (a plus)
- Strong understanding of WHNP certification exam content and clinical competencies
- Excellent organizational, written, and verbal communication skills
- Ability to work independently, prioritize competing tasks, and maintain strong attention to detail
- Experience collaborating with multidisciplinary teams
- A network of WHNP-BC professionals in clinical or academic roles is a plus

How to Apply

Please submit your CV and a cover letter detailing your interest in the position, relevant qualifications, and specific examples of successful project management experience—particularly in education or clinical content development. Submit applications with subject line: Project Manager attaching your CV, cover letter and any additional materials for review to info@npwh.org.

This is a contract position with flexible remote work arrangements.

About NPWH

The National Association of Nurse Practitioners in Women's Health (NPWH) is the leading professional community for Women's Health Nurse Practitioners and other APRNs who specialize in women's and gender-related healthcare. We advance excellence in clinical practice through research translation, continuing education, and public policy advocacy. NPWH is committed to inclusive, patient-centered care and supporting WHNPs throughout their careers.