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Associate Director, AI Fluency and Education

Employer

Dana-Farber Cancer Institute

Location

Boston, Massachusetts, United States

Salary

Competitive

Closing date

17 Jul 2025

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Overview

Reporting to the Director of Data Platform & Analytics Enablement in the Department of Informatics and Analytics, the **Associate Director, AI Fluency & Education** is responsible for leading the development and execution of the Institute's rapidly scaling AI education and fluency programs. This role plays a pivotal part in empowering staff across Dana-Farber to effectively and safely leverage AI technologies to advance our mission of defying cancer and improving patient outcomes.

The Associate Director designs and delivers comprehensive AI training programs, including

workshops, webinars, courses, and capstone projects, tailored to varying levels of technical proficiency. By building certification frameworks and sourcing engaging content-including training courses, videos, learning paths, presentations, frameworks, and knowledge checks-the Associate Director fosters a culture of continuous learning and innovation. Additionally, the role coaches and mentors participants, ensuring practical application of AI concepts and tools.

It is an exciting time to be part of the Informatics and Analytics (I&A) department at Dana-Farber. I&A is integral to the Institute, utilizing data, AI, and software to drive operational innovation and accelerate our mission. With the rapid advancement of AI technologies, the Associate Director, AI Education & Training will be at the forefront of equipping our staff with the knowledge and skills to harness these tools effectively.

Located in Boston and the surrounding communities, Dana-Farber Cancer Institute is a leader in life changing breakthroughs in cancer research and patient care. We are united in our mission of conquering cancer, HIV/AIDS and related diseases. We strive to create an inclusive, diverse, and equitable environment where we provide compassionate and comprehensive care to patients of all backgrounds, and design programs to promote public health particularly among high-risk and underserved populations. We conduct groundbreaking research that advances treatment, we educate tomorrow's physician/researchers, and we work with amazing partners, including other Harvard Medical School-affiliated hospitals.

Responsibilities

Development and Delivery of DFCI's AI Fluency Program:

- Designs, develops, and delivers comprehensive AI education programs, including training courses, workshops, webinars, and certification pathways tailored to various competency levels.
- Builds a certification framework that recognizes and validates the AI competencies of employees across the Institute.
- Sources, creates, and curates educational content such as training courses, videos, learning paths, presentations, frameworks, and exams to build a robust AI curriculum.
- Collaborates with subject matter experts to ensure content accuracy, relevance, and alignment with Institute goals.

- Leads and facilitates interactive workshops and webinars to engage participants and enhance learning outcomes.

Coaching and Mentorship:

- Provides coaching and mentorship to employees undertaking AI-capstone projects, guiding them through use-case design, development, and implementation to ensure successful outcomes.

- Offers one-on-one support and group coaching sessions to enhance participants' understanding and practical application of AI concepts.

- Fosters a supportive and inclusive learning environment that encourages experimentation, innovation, and continuous improvement.

Program Management and Collaboration:

- Develops and implements strategies to promote AI fluency across the Institute, aligning with organizational goals and regulatory requirements.

- Collaborates with cross-functional teams and departmental leaders to integrate AI-education initiatives seamlessly into the organizational culture.

- Establishes metrics and key performance indicators (KPIs) to track the effectiveness and impact of AI-education programs, providing regular reports to leadership.

- Manages program budgets, resources, and timelines effectively, ensuring projects are delivered on schedule and within scope.

Thought Leadership and Community Building:

- Serves as an AI-thought leader within the Institute, staying abreast of the latest advancements in AI technologies and educational methodologies.

- Helps build and lead an engaged community of practice around AI, organizing events such as hackathons, guest speaker sessions, solution showcases, and skill-building activities.

- Advocates for the ethical use of AI and adherence to regulatory compliance in all educational content and initiatives.

- Actively contributes to the development of the Institute's AI-fluency program at scale, including leading training workshop sessions and creating training course materials.

Stakeholder Engagement and Communication:

- Serves as the primary contact for AI-education initiatives to senior-level stakeholders, managing relationships with stakeholders at all levels.

- Communicates regular status updates on program efforts to Informatics leadership, project sponsors, business owners, and internal stakeholders, managing expectations effectively.
- Coordinates regular team meetings to discuss program-related activities, issues, changes, and communications as needed.

SUPERVISORY RESPONSIBILITIES:

- Leads and grows a team of 1-2 direct reports, including mentorship, coaching, upskilling, and management.

Qualifications

- Bachelor's degree in a relevant field required (e.g., Computer Science, Information Systems, Data Science, Education, Business, or related discipline). Master's degree preferred.
- 10+ years of experience in AI, data science, analytics, or related fields, with at least 3 years in an educational or training capacity.
- Proven experience in designing and delivering educational programs, workshops, and training materials.
- Demonstrated expertise in AI technologies, including machine learning, deep learning, natural language processing, and generative AI.
- Experience in the biomedical, healthcare, health tech, or life sciences industry preferred.
- 3+ years of direct people management and/or program leadership experience.
- Proficiency in using educational technologies and learning management systems.
- Experience in curriculum development, instructional design, and adult learning principles.
- Experience assessing budgetary needs and acting as a responsible steward of financial resources.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Deep understanding of AI technologies, including machine learning, deep learning, natural language processing, and generative AI.
- Demonstrable understanding of generative AI technologies, including expert-level prompt engineering skills, and motivation for staying up to date on the latest advancements.

- Proven ability to translate complex technical concepts into accessible learning materials for diverse audiences.

- Understanding of the concepts and processes required to design and lead compelling education and training programs for audiences of varying levels of technical maturity.

- Demonstrated leadership skills with experience in coaching, mentoring, and developing talent.

- Skilled in guiding and supporting career development and performance management.

- Ability to foster stakeholder teams to reach their full potential through change management, risk mitigation, and strategic planning.

- Excellent presentation and communication skills, capable of engaging audiences at all levels of technical proficiency.

- Ability to present results clearly, persuasively, and accurately, both verbally and in writing.

- Strong interpersonal skills; able to build relationships and collaborate effectively across departments.

- Outstanding project, program, and portfolio management skills, with excellent analytical, organizational, and time-management abilities.

- Ability to manage multiple initiatives simultaneously in a complex, fast-paced work environment.

- Proficiency in using educational technologies and platforms, including learning management systems (LMS), video conferencing tools, and content creation software.

- Familiarity with tools such as SQL, Python, data visualization, generative AI platforms is a plus.

- Ability to think strategically and execute tactically; results-oriented with a focus on achieving measurable outcomes.

- Skilled at identifying and validating the business value of initiatives.

- Curious and eager to learn about others' work and perspectives to develop content knowledge.

- High level of empathy, professionalism, and a service-oriented mindset.

- Possesses a mindset of inclusive, diverse thinking and behaviors.

- Demonstrates self-awareness, agility and flexibility, a strong work ethic, and the ability to lead through challenging situations.

- Ability to think and act consistently with a broader "we" mentality, prioritizing what's best for the group as a whole.

At Dana-Farber Cancer Institute, we work every day to create an innovative, caring, and inclusive environment where every patient, family, and staff member feels they belong. As relentless as we are in our mission to reduce the burden of cancer for all, we are equally committed to diversifying our faculty and staff. Cancer knows no boundaries and when it comes to hiring the most dedicated and diverse professionals, neither do we. If working in this kind of organization inspires you, we encourage you to apply.

Dana-Farber Cancer Institute is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other characteristics protected by law.

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