

JOB DESCRIPTION

Coordinator, Continuing Professional Development

Canadian Ophthalmological Society

The Canadian Ophthalmological Society (COS) is the principal national, public voice for ophthalmology in Canada and the recognized authority on eye and vision care. Our mission is to strive toward the provision of optimal medical and surgical eye care for all Canadians by promoting excellence in ophthalmology and by providing services to support our members in practice. As the national membership organization representing the Eye Physicians and Surgeons of Canada, we are an affiliate of the Canadian Medical Association (CMA).

COS works to improve eye and vision care standards for all Canadians through the work of its Board of Directors, Councils and Committees, and ties with national and international ophthalmological and eye care organizations. Our membership includes over 900 ophthalmologists and 200 ophthalmology residents.

As an Accredited Continuing Professional Development (CPD) Provider, as designated by the Royal College of Physicians and Surgeons of Canada (RCPSC), the COS is mandated to develop high quality and ethically responsible CPD opportunities for Canadian ophthalmologists. Working in collaboration with physician organizations, universities, and industry partners, COS develops and approves CPD activities based on the educational needs of its members and according to the accreditation standards of the Maintenance of Certification (MOC) Program of the RCPSC.

Job Summary

Reporting to the Manager, CPD, the Coordinator, CPD, provides a variety of program coordination services as a member of the COS cross-functional team. Primary responsibilities include the coordination of the COS Practice Resource Centre (PRC) – an online hub of CPD resources, tools and CME opportunities – and the coordination of the corresponding physician-led PRC committee, as well as support of other key CPD initiatives, including the COS Annual Meeting, co-developed programs and review of accreditation applications.

Primary Duties and Responsibilities:

- Serves as the key point of contact for the COS PRC committee (physician leadership)
- Responsible for the management, planning and coordination of communications with each member of the PRC committee and of the committee itself; this includes scheduling and coordinating meetings, preparation and distribution of meeting materials, minute-taking of meetings/conference calls and ensuring timely follow-up on all action items
- Updates the PRC website by publishing content, maintaining continuity of themes, serving as liaison to Section Heads
- Reviews and approves accreditation applications
- Maintains up-to-date knowledge on accreditation standards as per the MOC Program of the RCPSC

- Assists with the evaluation site and mobile app for each meeting (COS Annual and Sally Letson Symposium)
- Supports COS Annual Meeting by updating event management system with program information, keynote speakers, e-blasts
- Supports CPD initiatives, e.g. co-developed program coordination (including speaker coordination, reporting, external stakeholder communication, evaluations, expense reimbursement)
- Assists with budgeting for CPD programs, as necessary
- Maintains a strong focus on customer-service and builds positive relationships with all stakeholders
- Other responsibilities may be assigned as necessary

Qualifications and Skills

- Post-secondary degree or equivalent is required
- 3-5 years of professional level experience in medium-sized enterprises that interface with multiple stakeholders; ideally within a not-for-profit environment
- Bilingualism is mandatory (French and English)
- Excellent interpersonal and oral/written communication skills with the capability of working closely and collaborating with internal and external stakeholders
- Knowledge of governance policies and procedures coupled with demonstrated experience in managing and supporting national volunteer-led committees
- Impeccable organizational, planning and project management skills with the ability to prioritize and perform multiple tasks with accuracy and thoroughness
- Ability to adapt to flexible work schedules and changing job priorities, while meeting deadlines
- Demonstrated competence in minute-taking
- Proficient in use of Microsoft Office Suite Products including Word, Excel, PowerPoint, SharePoint and Outlook
- Experience with WordPress, Content Management Systems and an asset
- Demonstrates sound judgment in determining appropriate course of action quickly
- Ability to demonstrate tact, diplomacy, maturity and professionalism
- Experience in writing proposals and dealing with contracts
- Strong team player committed to delivering the best results leveraging cross-functional expertise and innovation

This is a permanent, full-time position. Occasional evening and weekend work will be required. Some travel may be required.

The COS is a high-performance organization, committed to the pursuit of excellence. Each member of the team is responsible for contributing to a culture of excellence and to adding to the member experience by increasing COS' relevance and its value-add proposition to our members and to key stakeholders.



Canadian Société
Ophthalmological canadienne
Society d'ophtalmologie
EYE PHYSICIANS | MÉDECINS ET CHIRURGIENS
AND SURGEONS | OPHTHALMOLOGISTES
OF CANADA | DU CANADA

The Canadian Ophthalmological Society is committed to employment equity and diversity in the workplace. We offer a competitive annual salary, and a comprehensive benefits package.

To Apply:

To apply, please submit a detailed resume and a covering letter with salary expectations to cpd@cos-sco.ca by June 16, 2019, midnight EDT.

We thank all applicants for their interest; however, only those to be interviewed will be contacted.

For more information about the Canadian Ophthalmological Society, please visit our website at www.cos-sco.ca

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