As a national, non-profit organization, the Royal College speaks for more than 50,000 medical and surgical specialists and resident affiliates. The mission of the Royal College is to serve patients, diverse populations and our Fellows by setting the standards in specialty medical education and lifelong learning, and by advancing professional practice and health care. Located in Ottawa, the Royal College offers a stimulating and professional work environment.

Administrative Coordinator

Does the idea of supporting projects, meetings, committees and working groups interest you? Are you organized, proactive and enjoy working in a fast pace environment? Would you enjoy supporting an Executive Director’s day-to-day activities? If yes, we have an exciting new opportunity for you!

Position Summary

Under the direction of the Executive Director, Professional Practice and Membership you will coordinate the activities related to outreach, member value, projects, meetings, committees, working groups and task forces initiated by the Office of Professional Practice and Membership (OPPM). This includes collection of data and materials, drafting the agenda, synthesizing minutes and ensuring follow-up of decisions and directives in line with critical deadlines. You will prepare and coordinate the briefing materials, reference material and discussion papers for OPPM projects, meetings, committees and working groups. You are the Office’s primary liaison with National Specialty Societies, MRAs and other stakeholders.

You play a pivotal role in providing coordination support to an Executive Director by scheduling appointments, responding to email inquiries, taking minutes at meetings, and coordinating travel arrangements.

You come to us with:

- College diploma in Business Administration or other related field or equivalent in experience,
- Minimum of three to five years of related experience providing support to projects, meetings, working groups, committees and executives,
- Effective coordination, organizational, time management and project management skills,
- Solid understanding of work processes, protocols and guidelines,
- Ability to exercise discretion and judgement, and establish positive working relationships,
- Superior written communications skills,
- Problem-solving abilities and resourcefulness in dealing with different tasks and people,
- High level of proficiency in MS Office (e.g. Word, Excel, Outlook, PowerPoint, etc.),
- Bilingualism (English and French) is preferred,
- Familiarity with non-profit/membership-based organizations is a strong asset.

To apply, please forward your résumé, covering letter and salary expectations by March 20, 2020 to careers@royalcollege.ca To ensure the hiring committee reviews your application, quote posting JD956, last name, first name in the email subject line.

We sincerely thank all applicants for their interest; however, we will only contact those under consideration. An eligibility list may be established for similar positions of various tenures. The list will be retained for a maximum period of 18 months.

Royal College is committed to building an inclusive and accessible learning and working environment. We believe in and promote the rights of all persons with disabilities as outlined in the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA 2005) and its related Accessibility Standards Regulations. To meet this commitment, the Royal College will make appropriate accommodations available. As required, please inform People Services of the nature of any accommodation(s) that you may require to ensure your equal participation.

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Starting salary ranges from $48,281.00 to $55,279.00