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. The Royal College offers a stimulating and professional work environment.

Administrative Coordinator  
Permanent full-time opportunity

Reporting to the Manager of CanMEDS and Faculty Development, the administrative coordinator will be responsible for the coordination, logistics and support of various projects and programs within the team’s education portfolio.

The Opportunity
Does the idea of supporting projects, learning events and working groups interest you? Are you organized, proactive and enjoy working in a fast pace environment? Would you enjoy being the lead on projects/programs and supporting your team members to see a project through to completion? If yes, we have an exciting new opportunity for you!

Here’s an insight into your typical day to day:
As an Administrative Coordinator each day will be a bit different so, you require strong abilities to prioritize, adapt and collaborate. You will coordinate Royal College-specific projects or activities, establishing milestone dates, monitoring progress, drafting and issuing meeting materials, managing schedules and reviewing and identifying process improvements. You will also coordinate meeting (e.g. working group meetings, workshops, conferences etc.), logistics, scheduling, agendas; communicate with internal and external contacts; prepare information/documents for meetings/contract renewals; meeting minutes; compose/prepare correspondence, forms, and reports; track emails by urgency and follow up to ensure issues are resolved and design presentations and prepare briefing materials using content created by others.

Does this sound like you?
• A minimum of 3-5 years of related experience,
• College diploma preferred (equivalent experience may be considered),
• Strong coordination, organizational, time management and project management skills to plan and coordinate activities, prioritize work, manage own day-to-day work, and support work priorities and deliverables of others
• Ability to research, analyze, interpret, and synthesize data
• Attention to detail and high level of accuracy
• Advanced computer skills required: Word, Excel, Outlook, PowerPoint, database applications and/or project software, ability to learn and, in some instances, be administrator of specific software, desktop publishing, internet search skills
• Bilingual skills in French and English is considered an asset.

How to get noticed?
Please forward your résumé, covering letter and salary expectations by June 11, 2021 to careers@royalcollege.ca To ensure the hiring committee reviews your application, quote posting JD 109-0756 last name, first name in the email subject line.
We welcome applications from those with a demonstrated commitment to upholding the values of equity, diversity, and inclusion. We encourage applications from traditionally marginalized groups. Candidates from these groups who are interested for consideration, are invited to self-identify.

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.

We are dedicated as an organization to adhere to public health guidelines in support of our employees and their families. As such, we have recently extended our remote work arrangements for most of our teams. This position would permit remote work from Ontario or Quebec. Should public health restrictions be lifted, you may need to travel to Ottawa, Ontario for select meetings. Flexibility is key in our new world.

Royal College is committed to the principles of equity, diversity, and inclusion in its learning, work environments and in its operations. We encourage applications from traditionally marginalized groups. 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 obligation, 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.

[Click HERE](https://www.royalcollege.ca) to learn about Royal College and visit us at [royalcollege.ca](https://www.royalcollege.ca)

Band # 4

Starting salary ranges from $48,764.00 - $55,832.00