



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.

Exam Facilitator (EF)

The McLaughlin Centre for Evaluation (TMCE), Exams

One -11 Month Temporary Assignment and one- 12 Month Temporary Assignment

Under the direction of the team lead, you will provide high-quality facilitation and guidance to exam boards by coordinating their exam development and delivery activities. You will drive creation of examination materials through editing, translation, exam board revisions and verify the accuracy of the final materials. Acting as a single point of contact, you will offer advice, support communication among board members, and liaise with other Royal College units. You will address audiences of 10 or more to give short presentations of processes.

The Opportunity

Do you have a strong commitment to service? Are you drawn to roles that require supporting key relationships, processes and committees? Do you enjoy promoting and supporting the use of customized software applications? If yes, here's an opportunity for you.

Does this sound like you?

- College diploma plus three to five years' experience providing direct support and service in a client-focused environment or equivalent in experience,
- Project management and business writing skills,
- Committee management experience and strong interpersonal skills,
- Training, coaching and public speaking experience,
- Ability to read, analyze, and interpret general business communication, professional journals, and technical procedures,
- Attention to detail and organized,
- Proficiency in MS Office applications including MS Project; Adobe Photoshop and PowerPoint,
- Ability to collaborate and work in a team work environment,
- Must be able to travel as required, including some overnight stays of consecutive days,
- Bilingualism is an asset - excellent written and verbal English skills are required and written and verbal French skills are an asset.

How to get noticed?

Please forward your résumé, covering letter and salary expectations by **May 11, 2021** to careers@royalcollege.ca To ensure the hiring committee reviews your application, quote posting *JD113-0676 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.

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 assignment would permit remote work from Ontario or Quebec. Should public health restrictions be lifted, you will need to be on-site at our Ottawa HQ for client meetings as required. 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](#) to learn about Royal College and visit us at royalcollege.ca

Starting salary ranges from \$59,070.00 to \$66,181.00 (Band 5)

Accountability • Collaboration • Integrity • Respect



Responsabilité • Collaboration • Intégrité • Respect