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.

**Project Coordinator**  
*Fulltime, 12 month assignment*

Under the direction of the Manager, Practice, Performance and Innovation (PPI), you will assist the team in the development and coordination of a full range of projects and services and work cross functionally with other directorates on specific projects.

**The Opportunity**  
Are you passionate about coordinating projects? Interested in joining a dynamic team with multiple projects on the go? Do you like variety and do you excel in an environment with changing timelines and fluctuating priorities? If yes, we have an exciting opportunity for you!

**Here's an insight into your typical day to day:**  
You will develop project and action plans; coordinate meetings, conferences and events associated with program development; organize courses for both centralized and decentralized offerings; and coordinate training and support for Faculty. You will also participate in the planning and coordination of projects and initiatives within the PPI unit. This includes but is not limited to coordinating activities related to the projects and preparing necessary background research, reports and briefing notes. As part of project coordination, you will monitor all expenses incurred related to projects and assist in preparing budget estimates and liaising with Finance.

**Does this sound like you?**
- A College or University degree in the area of business administration, project management / coordination or equivalent experience,
- A minimum of five years of related experience in project coordination or related field,
- Excellent oral and written communications skills including editing and proofreading,
- Exceptional coordination, organizational, time management and project management skills,
- Strong ability to research, analyse, interpret, and synthesize data and draft documents,
- Advanced computer software skills including the Microsoft Office Suite.

**How to apply**
Please forward your résumé, covering letter and salary expectations by **March 15th, 2021** to careers@royalcollege.ca  
To ensure the hiring committee reviews your application, quote posting **JD122-0795, 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 for our employees and their families. As such, we have extended our remote work arrangements for most of our teams to September 24, 2021 and are committed to regularly review this date and adjust if needed. Flexibility is key in our new world. Connect with us to learn more.

The 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 to learn about Royal College and visit us at royalcollege.ca

Band #5

Starting salary ranges from ($59,070-$66,181.00)