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

An eligibility list may be established for similar positions of various tenures. The list will be retained for a maximum period of 18 months.

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.

Position Summary
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.

You come to us with:
- 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.

To apply, please forward your résumé, covering letter and salary expectations by January 3, 2021 to careers@royalcollege.ca To ensure the hiring committee reviews your application, quote posting JD935, 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.

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.

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)