

ALARM AND OCR PROGRAM MANAGER

The Society of Obstetricians and Gynaecologists of Canada (SOGC) is one of Canada's oldest national specialty organizations. Established in 1944, the Society's mission is to promote excellence in the practice of obstetrics and gynaecology and to advance the health of women through leadership, advocacy, collaboration, and education.

The SOGC has over 3,200 members, comprised of obstetricians, gynaecologists, family physicians, nurses, midwives, and allied health professionals working in the field of sexual reproductive health.

DESCRIPTION

Develop and manage key aspects of the SOGC's Advances in Labour and Risk Management (ALARM) Canada program, the OCR (Obstetrical Content Review Committee) and the EOS (Enhanced Obstetrical Skills) course.

MAIN RESPONSIBILITIES

- Develops and implements a strategic plan for the ALARM programs and EOS course.
- Works with Director to develop and monitor the ALARM, EOS, and OCR program budgets.
- Manage the yearly update of educational program content and materials.
- Plans and prepares the schedule of courses.
- Creates work plan for the ALARM and EOS Programs
- Manage the Medical writer.
- Manage the ALARM administrative contractors.
- Negotiates and administers service agreements with external clients for special request courses.
- Establishes and/or maintains relationships with external stakeholders.
- Oversees and ensures that quality standards for education programs are maintained.
- Coordinate hotel logistics for ALARM/EOS courses
- Secure faculty for ALARM/EOS courses
- Oversee onsite course arrangements including set up of medical equipment, mannequins, audio-visual equipment, meeting rooms, etc.
- Moderate timing of course workshops and exams
- Prepare and maintain shipping bins and equipment inventory.
- Liaise on-site with venue staff (hotel, hospital, university) to coordinate course.
- Prepare coordinator onsite binder.
- Complete post-course follow-up
- Assist with marketing and promotion materials as required.
- Liaises and coordinates Committees of content experts (Advanced Obstetric Course Committee, Obstetrical Content Review Committee and ALARM Committee, Simulation Committee)
- Other duties as needed by Director.

QUALIFICATIONS

- College or University degree
- Demonstrated experience in managing multiple projects with multiple stakeholders.
- Experience in the delivery of learning programs
- Experience in project management
- Demonstrated creativity and initiative.
- Team player and a good sense of humor
- Demonstrated ability to multi-task with keen attention to detail.
- Demonstrated ability to effectively prioritize and execute tasks with minimal supervision.
- Ability to work both independently and in a team-oriented, collaborative environment.
- Proficient Microsoft Office user (Excel, Outlook, Word, PowerPoint)
- Excellent customer service skills
- Fluently Bilingual in English and French

ADDITIONAL JOB REQUIREMENTS

- Ability to work weekends / overtime.
- Travel will be required.

The SOGC is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, or disability. Accommodations are available on request for candidates with disabilities taking part in all aspects of the selection process.

Should you be interested, please send your cover letter and resume to the attention of Eve Duchesne (educhesne@sogc.com). Please clearly demonstrate how you meet the requirements of the position in your application.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.