



## **ADVANCES IN LABOUR AND RISK MANAGEMENT (ALARM) ASSISTANT (Contractor Opportunity – Fixed Term Mandate)**

Looking for a purposeful opportunity with an established and reputable national organization that makes a real difference in women's health?

The Society of Obstetricians and Gynaecologists of Canada (SOGC) ongoing 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 4,000 members, comprised of obstetricians, gynaecologists, family physicians, nurses, midwives, and allied health professionals working in the field of sexual reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on women's reproductive health and on evidence-based training and education. The SOGC leads the development of 12-17 clinical practice guidelines per year and hosts 3 regional continuing medical education meetings and an Annual Clinical and Scientific Conference. These events attract a diverse group of delegates that include women's health care providers, researchers, educators and policy makers, who have the opportunity to network, learn and share information and ideas. These events also facilitate the identification of critical gaps in the field through needs assessments that inform future curricula and program development.

The SOGC has recently launched its own online e-learning platform, which hosts accredited interactive courses, including virtual communities of practice, for members and non-members around the world.

The SOGC is currently recruiting for an individual possessing strong organizational skills and an aptitude for problem solving.

Partnering with the **ALARM Program Manager**, the ALARM Assistant will be responsible for the onsite support and coordination of scheduled ALARM courses. This mandate will require travelling to locations throughout Canada approximately 12 times per year (depending on number of course requests).

The ALARM Assistant will be paid \$1,000 per course. Travel and accommodation will be covered in accordance with the SOGC Travel Policy.

## **MANDATE:**

- Oversee onsite course arrangements including set up of medical equipment, mannequins, audio-visual equipment, meeting rooms, etc.
- Liaise with SOGC national office ALARM staff
- Liaise on-site with venue staff (hotel, hospital, university) to coordinate course
- Liaise and assist faculty on-site
- Assist course participants onsite
- Moderate timing of course workshops
- Clean, organize and pack course materials and equipment
- Provide national office ALARM staff reports of any cancellations, no shows, failures, etc. via email while on-site
- Provide a detailed Assistant report listing any issues, discrepancies, or suggestions for improvement
- Maintain quality assurance procedures (and when required recommend changes) – course equipment (content per bin), onsite procedures
- Participate in meetings with SOGC's national office ALARM staff once a month

## **REQUIREMENTS**

- Post-secondary or College degree
- Bilingualism (English/French) is required
- Excellent communication skills (verbal and written)
- Excellent organizational and time management skills
- Ability to multi-task in a busy, deadline sensitive environment
- Ability to travel
- Ability to problem solve under pressure
- Ability to move heavy bins and work up to 15 hours per day on site
- Courteous and professional with strong public relations skills
- Quick learner and self-starter
- Strong sense of initiative and commitment to quality assurance
- Basic understanding of audio-visual equipment setup (VGA cables, laptops, LCD projectors, tablets, speakers, MP3 players)
- Advanced MS Office skills: Word, Excel and PowerPoint (experience using SharePoint considered an asset)
- Valid driver's License (required)

The SOGC encourages all qualified applicants to apply. SOGC welcomes and encourages applications from people with disabilities. Accommodations are available on request for applicants taking part in all aspects of the selection process.

Should you be interested in this opportunity, please submit your cover letter and resumé to [kmoberg@sogc.com](mailto:kmoberg@sogc.com)

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