



## **EDUCATION AND SCIENTIFIC PROGRAMS COORDINATOR- BILINGUAL**

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 4,000 members, comprised of obstetricians, gynaecologists, family physicians, nurses, midwives, and allied health professionals working in the field of sexual reproductive health.

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.

### **POSITION DESCRIPTION**

Reporting to the Director, Education and Accreditation, the Education and Scientific Programs Coordinator is responsible for assisting with planning and coordinating educational programs and events.

### **KEY RESPONSIBILITIES**

- Assists with coordinating the various continuing medical education (CME) events and/or virtual events, including specialty courses, regional meetings, Advances in Labour and Risk Management (ALARM) programs and the Annual Clinical and Scientific Conference (ACSC)
- Assists in administrative duties related to educational events and programs
- Coordinates meetings with planning committee members
- Liaises with committee members to ensure administrative paperwork is complete
- Liaises with industry to obtain tools and equipment required for CMEs
- Works with Director to ensure that events are implemented successfully
- Assists with the development of promotional materials for the SOGC's CME events
- Monitors and tracks progress of the various CME event registrations and

- evaluations
- Good sense of humor
- Other duties as needed by Director

### **QUALIFICATIONS, EXPERIENCE and KEY SKILLS**

- College diploma or University degree
- Demonstrated ability to multi-task with keen attention to detail
- Experience in coordinating projects
- Demonstrated ability to effectively prioritize and execute tasks with minimal supervision
- Ability to work both independently and in a team-oriented, collaborative environment
- Ability to edit video
- Answer questions and respond to email from members concerning educational programs and events
- Proficient Microsoft Office user (Excel, Outlook, Word, PowerPoint)
- Excellent customer service skills
- **Fluently Bilingual (English/French) is ESSENTIAL**

### **ADDITIONAL JOB REQUIREMENTS**

- Ability to work weekends and overtime
- Some travel may be required

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

Should you be interested, please submit your cover letter, resume, and references to the attention of Eve Duchesne at [educhesne@sogc.com](mailto: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.