Looking for a career opportunity with an established and reputable national organization that makes a real difference in women’s health, values its employees and offers a comprehensive total compensation package including a hybrid working from home program?

The Society of Obstetricians and Gynaecologists of Canada’s (SOGC) ongoing mission is to lead the advancement of women’s health through excellence and collaborative professional practice.

The SOGC has over 3,000 members, comprised of obstetricians, gynaecologists, family physicians, nurses, midwives, and allied health professionals working in the field of sexual and reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on sexual and reproductive health and on evidence-based training and education. The SOGC leads the development of 12–17 clinical practice guidelines per year and hosts three regional continuing medical education meetings, and an Annual Clinical and Scientific Conference. The SOGC also coordinates and hosts in-person and virtual academic programs for participants at all stages of their career: medical students, residents and practicing health professionals.

**POSITION DESCRIPTION:**

The **Education and Scientific Programs Specialist** is responsible for planning and coordinating the scientific program content as well as speaker logistics for all regional continuing medical education (CME) programs as well as for the Annual Clinical and Scientific Conference (ACSC).

**KEY RESPONSIBILITIES:**

*Continuing Medical Education (CME) Program & Annual Clinical & Scientific Conference (ACSC):*

- Oversees and coordinates the various CME events, planning committee members’ activities
- Manages scientific program content and speaker/moderator logistics for the various CME events
- Liaises with planning committee members and speakers to foster and maintain excellent working relationships
- Participates in the creation and monitoring of the various CME events budgets
- Ensures that accreditation guidelines and rules are respected for the CME events
- Facilitates onsite CME event specific communications as it pertains to speakers, moderators and delegates
- Assists with the development of promotional materials for the CME events
- Monitors, tracks progress and reports on the various CME event registrations and evaluations
- Manages regional CME events onsite as required, as well as manages speaker and moderator logistics onsite for all ACSCs
- Coordinates post-conference activities
Responsible for overseeing the coordination of ‘Live forums’ which includes:

- Collaborates with the Communications team towards its promotion
- Identifies speakers
- Identifies and guides moderators around the process
- Creates online event via IMAS
- Oversees all associated administrative tasks including webinar coordination logistics the day of the events
- Creates evaluations and issues certifications to participants

Other:

- Collaborates on special educational projects with other stakeholder organizations
- Other duties as needed by direct Manager or Director

QUALIFICATIONS, EXPERIENCE and KEY SKILLS:

- University degree, college diploma or equivalent combination of relevant education and work experience
- Bilingualism (English/French) is mandatory
- Proficient Microsoft Office user (Excel, Outlook, Word, PowerPoint)
- Excellent customer service skills
- Strong written, oral, and interpersonal communication and documentation skills
- Demonstrated ability to multi-task with a high degree of accuracy
- Self-motivated and directed 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
- Experience in event planning and logistics is an asset

ADDITIONAL JOB REQUIREMENTS:

- Ability to occasionally work weekends / overtime
- Some travel will be required

WHAT WE OFFER:

- Total Compensation Package
- Benefits after three months
- Pension matching after one year
- Three weeks of vacation
- Hybrid flexible workplace split between in-office and home office schedules
Should you be interested in this position, please submit your cover letter and resumé to educhesne@sogc.com

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.

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