

ACADEMIC PROGRAMS SPECIALIST – BILINGUAL

Two Year Contract

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.

POSITION DESCRIPTION

Facilitates the development and implementation of key aspects of the SOGC's academic programs, including research, education and training at all stages of practice. This position is located in Ottawa.

KEY RESPONSIBILITIES

- Oversees and supports the work of the Academic Council and its related committees
- Works with the Academic Council to develop and implement a strategic plan for the academic programs
- Leads the implementation of SOGC academic programs and assists in the development of educational innovations, including online courses
- Works with Directors to develop and monitor the academic program budgets
- Serves as a liaison for the Academic committees and other programmatic areas of the SOGC
- Communicates regularly with departments of obstetrics and gynaecology across Canada regarding Academic Council and SOGC initiatives
- Oversees the Promotion of the Specialty Committee and coordinates the annual Medical Student Program
- Oversees the SOGC Resident Committee and facilitates the creation of resources for residents
- Works with the Abstract Committee and Journal of Obstetrics and Gynaecology Canada (JOGC) to implement the annual Abstract Program
- Identifies opportunities for external funding for educational innovation, supports the preparation of funding applications and the execution of funded projects
- Establishes and/or maintains relationships with internal and external stakeholders
- Liaises and coordinates Committees of content experts
- Other duties as needed by direct Manager or Director

QUALIFICATIONS, EXPERIENCE and KEY SKILLS

- MUST HAVE University degree in Science, Health or Education – Post-graduate degree preferred
- Demonstrated experience in managing multiple projects with multiple stakeholders
- Experience in project management

- Demonstrated creativity and initiative
- Team player
- Excellent oral and written communication skills
- 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)
- **Bilingualism (English/French) is mandatory and candidates will be interviewed in both languages**

ADDITIONAL JOB REQUIREMENTS

- Ability to work weekends and overtime
- Ability to work evenings from home via teleconference 2-6 hours per month
- Some travel may be required
- Ability to work from home office until SOGC office reopens post-pandemic

LOCATION: Ottawa

The SOGC is an equal opportunity employer and encourages all qualified applicants to apply. The 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 in the position, please submit your cover letter and resume to the attention of Jocelynn Cook (jcook@sogc.com) by **Tuesday, December 22, 2020**. Please clearly demonstrate how you meet the requirements of the position in your application.