



Education and Scientific Programs Specialist Full-Time Permanent

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 (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.

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

- 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
- 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

Please clearly demonstrate how you meet the requirements of the position in your application/cover letter.

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 in this position, please submit your cover letter and resumé to careers@sogc.com.

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