

## **ACADEMIC PROGRAMS SPECIALIST – BILINGUAL PREFERRED**

### **Full-time**

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.

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**

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 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 of obstetrics and gynaecology
- 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
- Identifies opportunities for external funding for educational innovation, supports the preparation of funding applications and in 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)
- *Ability to communicate effectively orally and in writing in both English and French is a strong asset*

#### **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

The SOGC is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age or disability. Accommodations are available on request for candidates with disabilities taking part in all aspects of the selection process.

**Should you be interested, please send your cover letter and resume to the attention of Jocelynn Cook ([jcook@sogc.com](mailto:jcook@sogc.com)) by Friday, September 24, 2021. 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.