



EDUCATION AND SCIENTIFIC PROGRAMS SPECIALIST - 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.

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

1. Oversees and coordinates the various CME events and Planning Committee members' activities
2. Manages scientific program content and speaker/moderator logistics for the various CME events and specific online Education programs

3. Liaises with Planning Committee members and speakers to foster and maintain excellent working relationships
4. Participates in the creation and monitoring of the various CME events budgets
5. Ensures that accreditation guidelines and rules are respected for the CME events
6. Facilitates onsite CME event specific communications as it pertains to
speakers, moderators and delegates
7. Assists with the development of promotional materials for the CME events
8. Monitors, tracks progress and reports on the various CME event registrations and evaluations
9. Manages regional CME events onsite as required, as well as manages speaker and moderator logistics onsite for all ACSCs
10. Coordinates post-conference activities
11. Collaborates on special educational projects with other stakeholder organizations
12. Other duties as needed by 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
- Familiar with teleconference facilitation, online meetings tools such as Zoom Meeting
- 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
- Familiarity with webinar platforms an asset
- Good sense of humor

ADDITIONAL JOB REQUIREMENTS

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



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 Eve Duchesne (educhesne@sogc.com) by Friday, November 26, 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.