

Professional Services Coordinator

Organization Description:

The Ontario Association of Medical Radiation Sciences (OAMRS) is a provincial association supporting Medical Radiation Sciences professionals in Ontario. We are the recognized advocate and voice for almost 4000 Medical Radiation Technologists and Sonographers across the province and provide professional education opportunities through conferences, webinars, online programs, and corporate training across the country.

Job Description:

The *Professional Services Coordinator* will contribute to the success of the organization by coordinating, planning and participating in activities, projects and assignments in the Professional Services Department. Working under the direction of the Director of Professional Services, responsibilities include but are not limited to the following:

- Coordinating schedules, activities and meetings for the Director of Professional Services
 - Logistics, venue and catering coordination
 - Taking minutes
 - Making travel arrangements for staff
 - Liaise with committees, working groups and stakeholders
- Coordinating and hosting continuing education programs
 - Conferences
 - Webinars
 - Section events
 - Registration, billing, advertising
 - Participating in program quality control (QC) functions
 - Online learning course administration and review
 - Preparation of educational materials
 - Documentation, collection of data and recording of statistics
- Member support through phone and email communications
- Support for Marketing and Communications and other departments when required and as directed by the senior management team.

This position will require working on weekends and evenings from time to time. There is also a need to travel to various locations in Ontario and across Canada for meetings and events.

OAMRS reserves the right to modify duties and responsibilities at our discretion. This position will require some travel and working evening hours and weekends from time to time.

Professional Attributes

The *Professional Services Coordinator* will possess the following professional attributes:

Education / Training:

- Relevant Undergraduate Degree or College Diploma from a recognized University or College;
- MRT (required);
- Knowledge and experience with all Microsoft Office programs;
- Knowledge and experience with Adobe products such as: Presenter, PDF, and Connect (preferred);

- Knowledge and experience with the development and maintenance of multimedia such as websites, print, and social media platforms (preferred);
- Knowledge and experience working with online learning (preferred);
- Knowledge and experience with membership databases and ecommerce systems (preferred);

Skills & Experience:

- Professionalism, attention to detail, problem-solving, and follow-up skills;
- Demonstrated ability to work within an interdisciplinary team environment and with external stakeholders;
- Proven strong customer service skills;
- Demonstrated ability and flexibility to manage one's own workflow and meet deadlines effectively;
- Excellent verbal and written communication skills;
- Valid driver's license and access to a vehicle;
- Minimum of one year experience in a relevant field;
- Knowledge of the Canadian Healthcare system, regulated health professionals, and Medical Radiation Sciences professionals (preferred);

Salary

Compensation and Benefits:

- A comprehensive health benefits package is included with this position, including HOOPP Pension Plan

OAMRS is committed to employment equity and diversity in the workplace and offers an excellent working environment combined with a competitive and comprehensive compensation and benefits package.