

Wounds Canada (Southern Ontario)

Position: Education Co-ordinator/Executive Assistant

Wounds Canada, a not-for-profit organization devoted to promoting effective skin and wound management in Canada, is currently seeking an outstanding individual eager to join our interprofessional team as Education Co-ordinator/Executive Assistant on a part-time contract basis (20 hours per week, Monday through Thursday, 9 a.m. – 2 p.m.). The contract will run for one year with possibility for renewal. The successful applicant will be based in the Southern Ontario and will work mostly from home. This position holds the opportunity for growth in terms of both responsibilities and number of hours.

Key Responsibilities

This position is split into two departments, and the successful applicant will be reporting to both the CEO of Wounds Canada and the Manager, Education, who oversees conferences, educational events and the Wounds Canada Institute.

Education Co-ordinator Responsibilities

The successful applicant will work closely with the Manager, Education, to:

- Invite, schedule and manage correspondence from conference and workshop faculty
- Attend Wounds Canada educational events, including conferences, and assist with set-up, registration, tear down and other activities as needed
- Oversee abstract submissions for conferences
- Undertake project management in the planning and organization of conferences and workshops
- Monitor, screen, respond to and distribute incoming communications related to educational events and the Wounds Canada Institute

Executive Assistant Responsibilities

The successful applicant will work closely with the Wounds Canada CEO to:

- Arrange and co-ordinate meetings and events and prepare required materials
- Record, transcribe and distribute minutes of meetings
- Monitor, screen, respond to and distribute incoming communications received through the general Wounds Canada phone lines and email addresses
- Liaise with internal staff at all levels
- Other duties as assigned

Qualifications:

- Self-motivated, flexible and disciplined team player
- Must possess excellent time-management skills, project management experience and be able to perform duties with a high level of accuracy and attention to detail
- 5+ years relevant experience
- Excellent knowledge of MS Office
- Proficiency in English; French an asset
- High level of verbal and written communications skills

- Discretion and confidentiality
- Must own a portable computer suitable for handling a wide range of activities at various locations
- A valid driver's licence is required

Apply no later than Sunday, April 29, 2018. Submit a cover letter and your resume to Addie North (info@woundscanada.ca). We thank all applicants in advance for their interest. However, only those selected for an interview will be contacted.