



COLLEGE OF
DENTURISTS
OF ONTARIO

Coordinator, Council and Corporate Services

Who We Are

The College of Denturists of Ontario is the public regulator that governs the profession of Denturism in Ontario. Established under the *Regulated Health Professions Act, 1991* and the *Denturism Act, 1991* the CDO serves and protects the public interest by ensuring that all Registered Denturists are qualified to practise and that they maintain professional standards of practice.

About the Role

As Coordinator of Council and Corporate Services, you will contribute to the organizational mandate of the College and to the execution of its strategic plan. You will report to the Registrar. You will support the Registrar and senior staff (20%), provide administrative support to the College Council and Executive Committee (30%), be responsible for management of a variety of College projects (20%) and operational and financial management of the College (30%) at the direction of the Registrar.

This position is not for everyone! It is a generalist position that requires an appetite for managing a diverse group of responsibilities with an ability to ensure accuracy and timeliness in meeting those responsibilities.

The term to start is a **one-year full-time contract** with potential for permanent.

- Hiring salary of \$60,000. Salary range of \$55,000 - \$75,000.
- Health benefits include vision, dental, and health insurance.
- Three weeks paid vacation.
- One extra paid week off over the December Holidays.
- Professional Development support.
- Hybrid work environment (remote dominant) with option to work in-office downtown Toronto at Bloor and Church.

How to Apply

Please submit your cover letter (optional) and resume by email to info@denturists-cdo.com. Please state "Coordinator Role" in the subject line.



We thank all candidates for their interest. We will contact those candidates that are selected for an interview.

Please note that, although we appreciate your response to this advertisement, we will only contact candidates who meet the exact hiring criteria and are invited for an interview.

This posting remains active until a suitable candidate for this position is identified.

Role Responsibilities

Administrative Support:

- Prepare materials for reports, proposals and presentations.
- Develop meeting agendas in consultation with the Registrar and senior staff.
- Attend Council and Committee meetings and prepare draft meeting minutes.
- Reply to routine requests and correspondence, ensuring that inquiries are appropriately handled or redirected in consultation with the Registrar and senior staff.
- Assist with research and communications, drafting newsletters, annual reports, written correspondence, and electronic communications.
- Assist in the preparation, updating and maintenance of website content and news items.
- Support the Registrar and senior staff with project-based initiatives as assigned.
- Provide administrative support to the College Council and Executive Committee as assigned.
- Manage all aspects of the annual College election process.
- Manage all aspects of the publicly appointed Council member process.

Operations Management:

- Manage College finances including accounts receivable and payable, service contracts and processing of expense claims for College and Committee members.
- Assist with financial report requirements as directed.
- Manage all aspects of facility operation, purchasing and third-party service.

Competencies:

- Strong writing skills with attention to detail and accuracy. Experience writing engaging content for a variety of platforms/purposes.
- Ability to think critically and exercise independent and sound judgment in anticipating needs. Excellent skills in problem solving and decision making.
- Excellent project management skills with experience in managing projects to deadlines.
- Ability to communicate effectively and professionally with internal and external stakeholders.
- Ability to work both collaboratively in a team and independently as the project requires.
- Excellent interpersonal and teamwork skills.



Job Description

Coordinator, Council and Corporate Services

- Excellent computer skills including spreadsheets, document design and layout, data and records management, presentations, the Office 365 suite, Adobe programs, website management, and general IT proficiency, (position serves as the main staff liaison with third party IT support).
- Proven capability with modern office technologies: teleconferencing, videoconferencing, audio recording, document management, etc.
- Able to exercise absolute discretion in all matters and handling of sensitive and confidential issues/matters.