



## The College of Naturopaths of Ontario

### **Membership Coordinator**

As the regulatory body for the profession of naturopathy, the College of Naturopaths of Ontario supports the public's right to safe, competent and ethical naturopathic care. The College does this by setting requirements to enter the profession, establishing comprehensive standards, and administering quality assurance programs. Acting in the public interest, the College holds Ontario's regulated naturopaths accountable for their conduct and practice.

### **Overall Responsibilities**

Reporting to, and under the direction of the Senior Coordinator, Registration & Examinations and the Director, Registration & Examinations, the Membership Coordinator is responsible for providing administrative and strategic support for the Membership area of the College.

### **Accountabilities & Responsibilities**

- Assist in the smooth running of the Membership area by ensuring that all general office procedures are completed on a daily basis and public and professional inquiries are responded to in a timely manner;
- Coordinate all aspects of Membership renewal, including preparing renewal forms, tools and handbooks and processing renewal documents, as directed by the Senior Coordinator;
- Assist in the annual collection and reporting of HealthForce Ontario data, as directed by the Senior Coordinator ;
- Provide administrative support to the College's Registration Committee, including taking and drafting meeting minutes and preparing Committee packages;
- Process class changes applications, name change requests, certificate reinstatements and professional corporation applications;
- Assist with monthly professional liability insurance audits;
- Update database and website content as required;
- Assist in providing information to applicants, Members of the profession and the public;
- Other duties as assigned.

The Membership Coordinator will be extremely reliable with the commitment to take pride and ownership in all projects and initiatives. They must ensure that all work responsibilities are completed within set timelines and that the quality of work is outstanding.

### *Qualities Include:*

- Integrity, ability to be proactive, innovative and solutions oriented;
- Strong sense of accountability and initiative;
- Extremely strong organizational skills, including a practical ability to get things done, including balancing multiple demands, prioritizing and meeting tight deadlines;
- A team player with excellent multi-tasking skills who thrives in a busy environment;
- Attention to detail and planning abilities, including working to deadlines;
- Ability to adapt to new systems and processes quickly and effectively;
- High level of discretion, confidentiality and reliability is essential;
- Ability to maintain personal composure during times of stress;
- Flexible with a positive demeanor.

## **Membership Coordinator, cont.**

### *Required Skills and Experience:*

- Superior organizational skills in handling multiple, concurrent priorities and tasks;
- High accuracy in all work;

### **Salary**

Experienced Non-Manager

\$44,000 - \$55,000

### **Other**

Cover letters and resumes can be emailed to [erica.laugalys@collegeofnaturopaths.on.ca](mailto:erica.laugalys@collegeofnaturopaths.on.ca) and must be received by September 14, 2018. Selected applicants will be contacted following the job posting close date; no phone calls please.

- Excellent communication skills (both written and verbal);
- High level of computer literacy;
- Regulatory experience in a Membership-related position is preferred;
- iMIS experience and fluency in French are assets.

*Education & Experience:*

- College Diploma, or equivalent work experience;
- Minimum three years' related work experience.