



The College of Naturopaths of Ontario

Job Posting

SENIOR COORDINATOR: REGISTRATION & EXAMINATIONS

Overall Responsibilities:

The Senior Coordinator, Registration & Examinations is responsible for providing leadership on matters relating to Members of the College, including but not necessarily limited to collection of annual dues, annual information return, class change requests, professional corporations and maintaining the public register.

Accountabilities & Responsibilities:

- Coordinate the process for payment of Annual Dues by Members;
- Coordinate the process for the Initial Information Return by new Members and the Annual Information Return by Members;
- Issuing notices relating to renewals, suspensions, and revocations of certificates of registration;
- Receive and review applications for changes of class of registration from Members;
- Coordinate the Professional Corporations Program of the College;
- Liaise with external organizations relating to membership matters;
- Provide support to the Registration Committee, including but not limited to agenda preparation, reviewing minutes of meetings, monitoring decisions and support in writing Decisions & Reasons; and
- Provide support to the Director, Registration and Examinations in the overall administration and operations of the department.

Qualifications:

- 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.

Required Skills:

- Superior organizational skills in handling multiple, concurrent priorities and tasks;
- High accuracy in all work;
- Excellent communication skills (both written and verbal);
- High level of computer literacy;
- Exam coordination, exam delivery or logistics experience is preferred;
- Regulatory College experience and fluency in French are assets.

Education and Experience:

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

Salary range: \$55,000 - \$65,000

Other:

- This is a new full-time permanent position.
- Regulatory College experience is an asset.

Cover letters and resumes can be emailed to registrar@collegeofnaturopaths.on.ca and must be received by July 20, 2018. Selected applicants will be contacted following the job posting close date; no phone calls please.