

## Job Description

Job Title: Project Coordinator  
Reports To: Manager, Member Services and Communications  
Date: November 2023

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*The Canadian Thoracic Society (CTS) is the national specialty society for respirology in Canada representing respirologists, physicians and researchers as well as healthcare professionals from nursing, physical and respiratory therapy, and other disciplines working in respiratory health. The CTS promotes lung health by enhancing the ability of healthcare professionals through leadership, collaboration, research, education, advocacy, and by promoting the best respiratory practices in Canada. CTS is a dynamic, membership-based, non-profit professional association supported by a small staff team (<https://cts-sct.ca/about-us/>).*

### JOB SUMMARY

Reporting to the Manager, Members Services & Communications, the **Project Coordinator** advances the mission of the CTS and strengthens operations by supporting cross-departmental functions and projects. They perform a variety of tasks in the provision of services to CTS members, including general administrative support for meeting processes and the organization of special events and programs for committees and Clinical Assemblies. Additionally, the **Project Coordinator** will support with logistics and minutes Board of Directors meetings, office administration functions including, but not limited to supplies, equipment, platform and applications, and other duties as may be required for successful organizational results.

The successful candidate will be an organized, team player, who is able to prioritize multiple projects with competing deadlines, liaising with the team to communicate outcomes and activities.

This is a full time, salaried position and includes a comprehensive benefits package after a 3 month the probationary period.

### DUTIES AND RESPONSIBILITIES

- Provides general administration and coordination support to the Executive Director and assigned assemblies and working groups by following up on projects, transmitting information, and keeping informed of pertinent activities.
- Coordinates meetings and follow-up for CTS Board of Directors, Assemblies and Working Groups including:
  - Preparation and distribution of meeting schedules, agendas, background papers, and minutes
  - Tracking of attendance, quorum and action items – polling for meetings

November 1, 2023

- Communication with assembly and working group members
- Virtual and 'live' event planning (Board meetings, assembly annual meetings, working group meetings, webinars, etc.)
- Follow-up on action item lists and communication with assembly and working group members to ensure completion of tasks
- Liaison/coordination with other CTS staff re: meeting outcomes and provision of Assembly input to other CTS committees and programs
- Types, proofreads, and processes a variety of documents, including general correspondence and memos, presentations and spreadsheets.
- Maintains inventory of CTS resources and tools, including handling orders, shipping, invoicing and tracking materials and payments for reporting purposes.
- Coordinate logistics for team meet-ups
- Liaises with contractors and coordinates specific projects related to the development, dissemination and application of educational resources and tools.
- Prepares member recognition certificates and coordinates the production of recognition awards with suppliers
- Supports successful delivery of Canadian Respiratory Conference through coordination of affiliated meetings, communications for moderators and speakers, processing faculty expense claims, monitoring conference mailbox, updating website, and supporting speaker/leadership travel and tracking
- Provides basic financial administrative support such as preparation and processing of expense claims, invoices and cheque requisitions, as well as electronic and hard-copy record-keeping.
- Participates in the development and organization of special projects and other activities as required.
- Contributes to production of reports, articles, e-bulletin newsletters, website and internal communication
- Evaluates emerging technologies; provide leadership and perspective for adoption where appropriate.
- Performs other duties as assigned from time to time

## **JOB REQUIREMENTS**

- Superior interpersonal, organizational, and administrative skills.
- Excellent communication and customer/member service skills, verbal and written in English and French – and specifically minute and note taking
- Highly motivated, proactive and problem-solving self-starter.
- Strong organizational and time management skills to meet scheduled deadlines.
- Excellent interpersonal skills and telephone manner; tact, diplomacy and maturity in dealing with members and the public.
- Ability to work in a fast-paced environment and handle a number of issues simultaneously, responding effectively and positively to pressure.
- Adaptable to change: able to shift gears and continue to perform at a high level to meet emerging needs.
- High level of proficiency in Microsoft Word, Excel, PowerPoint, and Outlook required
- Detail oriented with a high degree of accuracy.
- Experience in using web-based systems and social media for gathering information and compiling content, as well as posting web-based updates (e.g., WordPress)
- Ability to work independently as well as collaboratively in a small staff team.
- Positive attitude and a strong "get-the-job done" work ethic.

November 1, 2023

- Bilingual (English & French) is an asset.

**EXPERIENCE AND EDUCATION**

- A relevant degree or diploma or designation
- Minimum of 5 years of relevant experience
- Experience with administration, committee processes and project coordination.
- Experience working with members and volunteers in non-profit and/or health-related organization preferred.

CTS is a remote office environment. Reliable internet access is required. Work may require some weekend and evening work. This position requires some travel within Canada to attend meetings and conferences.

**START DATE:** Immediately

**TO APPLY:** please forward a resume, covering letter with a description of experience and salary expectations to [info@cts-sct.ca](mailto:info@cts-sct.ca)

We thank all who apply, however, only candidates selected for an interview will be contacted.