

Job Description

Job Title:	Manager, Education
Reports To:	Executive Director
Date:	January 30, 2026
Location:	Remote within Ontario or Quebec
Employment Type:	Full-time

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

Position Summary:

Reporting to the Executive Director, the Manager, Education is responsible for the strategic planning, implementation, and execution of the Society's education programs and annual conference. This role ensures the delivery of a high-quality, engaging, and professionally executed educational programming across disciplines to meet member needs.

The Manager, Education works collaboratively with the cross-functional team. They build and sustain strategic relationships with a high degree of autonomy and authority. The Manager, Education oversees the development and delivery of CTS education programs and provides administrative leadership, and project management support to programs and committees.

Duties & Responsibilities

1) Program Design, Development & Delivery

- Manages CTS Corporate Education Calendar in collaboration with other functional areas: Guidelines, Membership, and Business Development
- Manages planning committees for the design, implementation, and delivery of a variety of education programs for specialist physicians, family physicians, and non-MD respiratory healthcare professionals

- Ensures that programming content and format is developed to meet needs, and improve outcomes
- Creates and manages in-person activities, including the Canadian Respiratory Conference
- Creates and manages virtual programs (through set-up to delivery), digital platforms, and recordings
- Updates CTS website and prepares program promotions, as necessary and in collaboration with CTS communications team and other partners or suppliers and contractors
- Implements faculty selection and program development processes, fostering strong relationships with experts and partners
- Plans and manages committee meetings, workplans and resources to ensure strategic goals are met.
- Provides guidance to committee chairs and CTS members

2) Evaluation & Reporting

- Measures impact by conducting needs assessments and program evaluations, monitor program effectiveness
- Uses learner feedback, needs assessments, usage data, and evaluation findings to guide iterative improvement of learning products and workflows
- Creates and oversees budgets, continuously monitors expenditures and revenue against projections and addresses variances to keep financial performance on target
- Prepares and delivers reports to CTS committee, Board of Directors, and project sponsors

3) Accreditation & Compliance

- Maintains CTS designation as an Accredited Continuing Professional Development Provider of the Royal College
- In all education activities, maintains compliance with accreditation standards, ethical, and industry standards
- Prepares documentation and reports for accreditation reviews and audits
- Ensures timely updates to policies and procedures
- Liaises with various accrediting bodies
- Communicates accreditation standards and education program information to members

4) Stakeholder Engagement

- Builds and maintains peer-to-peer collaborative relationships with internal teams, external partners and members; healthcare professionals and subject matter experts
- Acts as the primary staff liaison to the CTS Education Committee and Canadian Respiratory Conference Scientific Planning Committee
- Manages committees and working groups related to education programs
- Fosters relationships with academic institutions, professional societies, and healthcare organizations

5) Project Management & Leadership

- Leads and manages education programs from conception to completion
- Leads end-to-end planning and delivery of the Canadian Respiratory Conference
- Collaborates across teams, working closely with Membership & Communications, and Guidelines & Knowledge Translation to align education initiatives with strategic goals
- Supervises service providers and contractors in successful execution of programs
- Develops and maintains templates, patterns and reusable assets to accelerate production and ensure consistency
- Develops project timelines, critical paths, and workplans tools
- Monitors trends and innovations in medical education and integrate best practices.

Qualifications

- Bachelor's degree in Education, Health Sciences, or a related field (Master's preferred).
- Minimum 5 years of experience in professional education, CPD, or program management.
- Knowledge of Royal College CPD accreditation standards and processes.
- Strong project management and organizational skills.
- Strong analytical and problem-solving abilities with attention to detail.
- Excellent communication and presentation skills.

- Exceptional interpersonal and stakeholder-management skills, with experience navigating complex relationships and driving alignment among multiple groups.
- Experience working with national committees and volunteer leadership.
- Proficiency in Microsoft Office Suite and digital education tools.
- Ability to manage multiple projects and prioritize effectively in fast-paced environments.
- Member/Client-focused mindset.
- Bilingualism (English/French) is an asset. Note: Majority of CTS business is conducted in English.

Workplace

- CTS is a remote office environment, based in Ontario or Quebec. Reliable internet access is required.
- CTS core business hours are from 8:30am – 4:30pm ET.
- Remote/home office-based team and “Flexible Work” schedule opportunities
- Travel required for site visits and on-site event management (3-5 times per year)
- Occasional evening and weekend work during peak event and planning periods.
- CTS is an equal opportunity employer, and is committed to upholding values of equity, diversity, and inclusion across the organization and its hiring processes.

Start Date: As soon as possible

Term: Full-time

Salary: 70,000 – 95,000 per annum, commensurate with education and experience

To Apply: Please forward a resume, covering letter with a description of experience to info@cts-sct.ca

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.