

Job Description

Job Title: Manager, Membership & Communications
Reports To: Executive Director
Date: May 2026

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, Membership & Communications leads the planning and delivery of the membership program, services and communication initiatives. The Manager oversees two Senior Project Coordinators and works closely with internal teams and external stakeholders to enhance member engagement, growth and retention. The Manager works collaboratively with the cross-functional CTS team.

Key responsibilities include:

- Supporting member needs and experience
- Driving membership recruitment, retention and recognition
- Facilitating communications across members, committees and the broader respiratory community.

The Manager also serves as the primary contact for members, oversees the membership database and contributes to CTS programs and events.

This is a full-time, temporary (parental leave) contract position and includes paid sick leave and vacation.

KEY RESPONSIBILITIES

1) Membership Services

- Implement membership recruitment, renewal and engagement strategies
- Manage member database, reporting, applications and renewals
- Coordinate networking events and recognition programs
- Support partnerships and joint membership agreements
- Maintain a number of contact lists (Committees, Assemblies/Working Groups, Journal)
- Reconcile membership-related financial processes

2) Communications

- Ensure consistent use of CTS branding
- Develop and deliver communications (eBulletins, website, social media, job postings, press releases) in English and French
- Manage website content and social media planning with support from Senior Project Coordinators

- Promote CTS programs, clinical guidance and educational initiatives in collaboration with CTS Management team
- Track and report on communication performance metrics
- Develop promotional materials and manage CTS presence at external events

3) Canadian Respiratory Conference (CRC)

- Oversee registration processes, reporting and logistics
- Support conference planning with internal staff and external consultants
- Manage on-site registration and CTS booth operations
- Coordinate materials, shipments and affiliated meetings
- Ensure branding consistency across conference materials

4) Programming Support

- Oversee Clinical Assemblies and Working Groups with Senior Project Coordinators
- Support governance, reporting and committee operations
- Contribute to new initiatives with CTS committees
- Assist in planning and execution of assembly/working group programs and workplans

QUALIFICATIONS

SKILLS AND COMPETENCIES:

- Strong communication (English and French), organizational and interpersonal skills
- Proactive, detail-oriented and able to manage multiple priorities
- Strong problem-solving and time management abilities
- Proficiency with Office 365, databases and virtual platforms/applications
- Experience with social media and website management
- Ability to work independent and collaboratively

EDUCATION & EXPERIENCE:

- Relevant degree or diploma
- Minimum of 5 years of relevant experience
- Experience with membership organizations, databases and project coordination
- Non-profit and/or health sector experience preferred

WORK ENVIRONMENT:

- Remote (Ontario or Quebec preferred)
- Core hours: 8:30 AM – 4:30 PM ET
- Occasional travel within Canada (1-3 times/year)
- Some evening/weekend work during peak periods

ADDITIONAL INFORMATION:

- Start Date: June/July 2026
- Term: 1-year parental leave contract
- Salary: Commensurate with 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.