



Job Description

Job Title: Coordinator, Research & Education
Reports To: Manager, Education
Classification: Full-time, permanent
Last updated: July 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 Manager, Education, Canadian Thoracic Society (CTS), the Coordinator supports the CTS research portfolio through the planning and delivery of scientific, knowledge translation, and continuing professional development activities. While administratively part of the Education portfolio and supporting a broad set of educational programs and services, this role serves as the primary staff liaison to the CTS Research Committee, the CRC Poster Abstract Sub-committee and is responsible for coordinating initiatives that support research dissemination, engagement, and impact across Canada.

The Coordinator organises programs and activities that foster research excellence, enable knowledge exchange, support continuing professional development and the dissemination and translation of respiratory research. This includes facilitating opportunities for researchers, physicians, and healthcare professionals collaborate, and connect with peers, while helping to elevate and celebrate excellence in Canadian respiratory research.

This role requires strong program management experience, and the ability to work effectively with senior clinical and research volunteers.

Duties and Responsibilities

1) Committee Liaison

- Serves as the primary staff liaison to the CTS Research Committee, the CRC Abstract Sub-Committee, and its respective Chair(s).
- Coordinates committee activities including meetings, agendas, documentation, and follow-up on action items.
- Provides administrative and coordination support for research-related and educational initiatives, including scheduling, logistics, and documentation.





- Manages timelines, tracks deliverables, and ensures effective execution of activities.
- Facilitates communication and collaboration between committee members, CTS staff, and external stakeholders.
- Maintains up to date policies and procedures.

2) Program Coordination – Research (60%) & Education (40%)

- Coordinates programs and initiatives that celebrate excellence in respiratory research and support the dissemination, translation, and application of research findings to inform clinical practice and health policy.
- Facilitates opportunities for CTS members and the broader respiratory health and research communities to engage in knowledge exchange, collaboration, and dissemination activities.
- Supports opportunities for researchers, physicians, and healthcare professionals to present their work, share findings, and increase their visibility within the respiratory community.
- Assists in developing initiatives that strengthen the research ecosystem and support the professional development of early-career and established researchers, physicians, and healthcare professionals.
- Leads the end-to-end delivery of CTS research and education programs and initiatives, both virtual and in-person, including but not limited to the Research Forum, Beaver Den, CRC Abstract Program, Research Webinar Series, Letters of Support, and other research-related activities and co-developed programs as needed.
- Coordinate Awards & Recognition programs that celebrate excellence, service, and membership.
- Supports the Manager, Education with accreditation processes and continuing professional development requirements for CTS educational activities, ensuring alignment with the MOC Framework from the Royal College of Physicians and Surgeons of Canada (RCPSC).
- Coordinates educational program documentation and compliance with accreditation standards.
- Provides project coordination and administrative support for education initiatives, as assigned.
- Supports the promotion of programs, and opportunities through appropriate communication channels.
- Works collaboratively with across teams to align research and education activities with CTS strategic priorities.
- Supports the evaluation of research and education initiatives by monitoring progress, outcomes, and key performance indicators.
- Assists with the development, maintenance, and review of policies and procedures.
- Liaises with external vendors or partners as required.

3) Stakeholder Engagement & Relationship Building

- Builds and maintains strong relationships with researchers, clinicians, academic institutions, partner organizations, and other key stakeholders.
- Acts as an ambassador for CTS within the research and Continuing Professional Development communities.

Qualifications

- Bachelor's degree in a related field.





- Minimum 3 years of experience in program coordination, committee management, project administration, non-profit organizations, healthcare, research, education, or related environments.
- Equivalent combinations of education and experience will be considered.
- 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.
- 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.
- Bilingualism (English/French) is an asset. Note: Majority of CTS business is conducted in English.

Work Environment

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

The CTS is an equal opportunity employer, and is committed to upholding values of equity, diversity and inclusion across the organization and its hiring process.

Salary: 55,000 – 65,000 per annum, commensurate with education and experience

To apply: Please submit a resume and cover letter including salary expectations to info@cts-sct.ca. Applications will be accepted and reviewed until the position is filled.

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

