



External Posting

Clinical and Professional Development – Administrative Assistant, Maternity Leave

The AOM is seeking a **CPD Administrative Assistant** to provide support to the Director of Clinical and Professional Development as well as to the Clinical and Professional Development team in support of the AOM's educational activities and events. The position is 0.8 FTE or 28hrs/week.

Shared Responsibilities include:

- Attends and participates in staff and team meetings.
- Develops an annual work plan, in the context of the AOM strategic plan
- Provides support to other members of the staff team during periods of high workload
- Ensures coverage of AOM core programs/services during vacations/leaves of other staff
- Develops a working knowledge of the AOM membership database
- Monitors and updates the AOM website as assigned.
- Ensures all external communications comply with AOM Communications Standards
- Provides back up for reception coverage as required.

Specific Responsibilities include:

- Manage webinar programming and scheduling. Provide webinar event and technical support. Manage post webinar evaluation and production. Help to brainstorm and develop relevant webinar topics and source speakers.
- Provides administrative support and coordination of activities on behalf of the Director, Clinical and Professional Development Program and members of the CPD team, i.e. planning and preparing correspondence and reports, and expense reporting
- Actively participate and support IT transition.
- Enhance member involvement with the AOM by providing support to related Committee and Work Groups, specifically by scheduling meetings, collecting and distributing meeting materials, arranging for catering and technical equipment, and taking minutes
- Professionally respond to and/or redirect enquiries from members, stakeholders and educational groups.
- Provide general administrative support including word processing, material and mail distribution, photocopying, writing reports, developing presentations, proofreading, maintaining an internal events calendar, etc.
- Assist the Clinical and Professional Development team in planning and running the conference, AGM, Emergency Skills Workshops (ESW), clinical education days, educational webinars and other associated events.
- Participate in the development of marketing material
- Perform other duties as assigned

Qualifications:

- A minimum of two years experience as an administrative assistant or an equivalent combination of education and experience
- Experience with midwifery an asset
- Expert in the use of Microsoft Office (*Word, Excel, PowerPoint*)
- Expert in the use of MS Outlook, especially calendar and email
- Demonstrated experience in the planning and administration of meetings, events, projects and tasks
- Proficient in minute taking, document editing and version control
- Excellent organization, planning and prioritization skills and good judgment necessary to coordinate many interdependent activities
- Strong attention to detail with high levels of accuracy
- Strong interpersonal skills, including maturity, diplomacy and an ability to foster productive professional relationships with staff, members, vendors and stakeholders
- Superior member service skills with a positive and willing attitude
- Able to manage multiple priorities simultaneously and meet deadlines
- Ability to support and troubleshoot technical issues related to webinars and teleconferences
- Able to adapt to rapidly changing situations and demands
- Effective problem solver and creative thinker

Please submit a resume and cover letter by email with CPD Administrative Assistant in the subject line by **5:00 PM on Monday January 9, 2017** to:

Laura Da Rocha
Manager, Clinical and Professional Development
laura.darocha@aom.on.ca