

Project Manager – Education

Company Profile:

The Canadian Association of Gastroenterology (CAG) ([Canadian Association of Gastroenterology \(cag-acg.org\)](http://Canadian Association of Gastroenterology (cag-acg.org))) is a dynamic non-profit national organization of approximately 1,000 members focused on providing accredited educational programs in gastroenterology and hepatology and promoting research in gastrointestinal health and disease. The CAG also leads initiatives to promote patient care and to ensure timely access to quality service across Canada. From the Oakville-based national office a small staff manages and facilitates projects of the Board of Directors, Operations Committee, partners, and other committee volunteers.

Position Summary:

The CAG is seeking a full-time Project Manager, who will be primarily responsible for managing and supporting CAG's Education Affairs portfolio, including the support and execution of our Continuous Professional Development/Continuous Medical Education programs, among other duties.

The successful candidate will be an experienced and proven coordinator and project/program manager, able to effectively multi-task on multiple assignments, events and priorities, and other projects as assigned. As a small NPO, CAG offers a friendly, small-team environment with some flexibility in work hours, a competitive salary, and a comprehensive group benefit plan. The candidate is required to attend the Oakville office two days a week (hybrid work environment). There is some evening and weekend work, and (minimal) travel required.

Reports to: CEO

Responsibilities

1. Education Affairs Committee:
 - Working closely with the Education Affairs VP to set overarching committee goals and corresponding action plans
 - Reviewing and discussing proposals for new Continuing Professional Development (CPD), Continuing Medical Education (CME) business
 - Discussing and implementing continuous quality/efficiency improvement initiatives
 - Administrative and program support of Education Affairs and its subcommittees
2. Maintenance Of Certification (MOC) Program:
 - Working in collaboration with the MOC Leadership Team to meet the needs of our CAG stakeholders as it relates to best practises in the review and approval of all MOC accredited program submissions (Section 1 and 3 programs) and Section 2 programs (such as Podcasts)

- Working with individual MOC Accreditors and CAG Education Representatives on both co-developed programs and Physician organization submissions
 - Working in collaboration with external stakeholders including our industry partners and 3rd party agencies to meet the objectives of our programs
3. Gastroenterology Residents-In-Training (GRIT) Organizing Committee:
- Program Planning with the GRIT leadership and Faculty
 - Facilitating/Managing all administrative and support aspects of the programs to meet and exceed the overall program objectives
 - Implementing continuous quality improvement initiatives
 - Manage Ivan T. Beck Award
4. Manage Mentorship Café at Canadian Digestive Diseases Week (CDDW) - (solicitation of mentors and mentees, scheduling, communication, onsite experience)
5. Manage Annual Education Awards
6. Manage the Annual Needs Assessment
7. Industry CPD/CME Partnerships, New Business Development:
- Facilitating new CPD/CME program development i.e. Merck GI Master Class, AbbVie Compendium, Ferring Podcast, Pfizer Podcast Series
 - Development of industry funding request letters i.e. Takeda annual programming, Pfizer Regional Rollout
 - Development of Pitch/Proposal content via industry portal for review and approval i.e. Janssen AI and IBD Webinar Proposal
 - Review of financial contracts and budgets (ongoing) for CEO's signature
 - Financial Reconciliation Reports submitted in collaboration with accounting for various CPD/CME Programs

Skills & Qualifications

- More than 5 years in an office environment
- At least 5 years' project management experience with a proven record of leading projects and delivering measurable results
- Knowledge of education and professional credentialing is an asset, as is familiarity with the Royal College of Physicians and Surgeons' rules and regulations governing accredited professional development
- Meticulous attention to detail and high level of accuracy is a strong asset
- Well-developed time-management, multitasking and organizational abilities



- Proven strategic thinker who can problem-solve, put plans into action and work comfortably in an entrepreneurial, small-team environment with minimal supervision
- Strong team and interpersonal skills
- Excellent written and oral communications
- Highly proficient in Microsoft Office programs (Word, Excel, Outlook, PowerPoint), database and event/program software
- Knowledge/experience in the medical/pharmaceutical industry is an asset
- Bilingual in French and English is an asset

Note: *The CAG office team works out of the Oakville, Ontario office Tuesdays and Wednesdays, with the option of working from home the rest of the week.*

Candidates matching the above requirements are asked to submit a resume with a cover letter, including your salary expectation, to stuart@cag-acg.org. The Canadian Association of Gastroenterology thanks all applicants but only those who are short-listed will be contacted.