Continuing Professional Development Manager  
(Full-time – 37.5 hours/week)

Are you looking for an opportunity to break new ground in the field of professional education, to explore new educational methods, tools and platforms and to work closely with general surgeons to develop and deliver leading edge professional development? Would you thrive in an environment where innovation guides your work and where there is ample room to grow? Are you rewarded by working for a values-based organization with the ultimate goal of improving patient care for all Canadians? We have an immediate opening for a CPD Manager to take the Canadian Association of General Surgeons’ (CAGS) CPD Program to the next level in terms of quality, quantity and reach.

Description:

Reporting to the CEO, the CPD Manager supports multiple Canadian surgical societies. The ideal candidate is visionary and creative with a penchant for excellence in education and driven to move key strategic initiatives forward, positioning CAGS as a leader in surgical training. The position requires the ability to adapt to new digital environments and to embrace innovative approaches and solutions to ensure the program stays ahead of the curve. Interpersonal and communication skills are key, as is the desire to contribute as a key member in a dynamic, fully engaged and cohesive team.

Duties:

- Develop and execute, in collaboration with subject matter experts, virtual and in-person continuing professional development for members
- Lead the annual CPD planning process including managing the schedule, the member CPD needs survey, the needs assessment, the selection of topics and session format, the development of learning objectives, the recruitment of faculty/speakers and evaluation
- Support various committees that develop educational content for members
- Explore options and develop recommendations on education delivery including the possible adoption of a learning management system and expansion of mentoring and peer coaching programs
- Ensure accreditation standards are met for all accredited educational activities
- Manage relationships with external suppliers including contracts, tracking, and processing invoices
- Work with the Communications Manager to develop messaging to promote CPD activities through the member newsletter, website and social media
- Provide regular reporting on progress and success metrics related to education
- Keep informed of new trends and innovations in professional education for consideration in future program planning
- Keep informed of the educational activities, delivery and pricing of similar organizations as input into strategic planning
- Ensure program documentation is kept current and complete

**Required:**

- University degree with a concentration in adult education, instructional design or business and five years of work experience in a similar role
- Advanced software skills including Microsoft Office
- Experience with virtual education applications for use in delivering webinars and other virtual CPD sessions
- Experience with selecting, implementing and managing a comprehensive Learning Management System (LMS)
- Proven ability to develop educational programs, materials and reference tools
- Keen attention to detail with strong organizational and time management skills
- Strong ability to multi-task and manage priorities in a fast-paced environment
- Team player with a strong work ethic who is reliable and can deliver, with an ability to work both independently and with others
- Diplomacy in communicating with stakeholders (members, suppliers, volunteers and the general public)
- Driven to take initiative and responsibility where there are many opportunities to take ownership and be an important contributor to team success
- Excellent communication skills (oral and written)
- Must be flexible to adjust working hours to accommodate evening meetings

**Not required, but considered assets:**

- Fluency in both official languages
- Experience with member association or not-for-profit organizations
- Experience in healthcare environments
- An understanding of Royal College of Physicians and Surgeons accreditation policies and ethical considerations of industry participation
Why join our team?

- A small, dynamic and supportive team
- We are growing - over 15% membership growth in 2021!
- Autonomous work schedule and flexible work environment (home/office)
- Competitive compensation

We are committed to diversity and equity and welcome applications from women, Indigenous persons, persons with disabilities, ethnic minorities, persons of minority gender identity, visible minorities, and others who may contribute to diversification and share our values.

To find out more about CAGS, visit our website at www.cags-accg.ca.

Please apply by March 11, 2022 by providing a cover letter and resume to shelley@cags-accg.ca. We thank all those who apply, however only those selected for an interview will be contacted.