

# Vacancy

*The Ontario Dental Association (ODA) is the voluntary professional association representing more than 9,000 members – nine in 10 of Ontario's dentists.*

*The ODA is Ontario's primary source of information on oral health and on the dental profession. We advocate with a unified voice for accessible and sustainable optimal oral health for all Ontarians. Working with health-care professionals, governments, the private sector and the public, the ODA promotes the highest standards of dental care and the critical role of the dentist as the leader of the oral health-care team.*

*We provide a wide range of services, resources and continuing education programs to support ODA dentists in their pursuit of professional excellence and personal fulfillment.*

*The ODA has an immediate need for a:*

## **PROFESSIONAL AND GOVERNMENT AFFAIRS COORDINATOR**

### **SUMMARY:**

The Professional and Government Affairs (PGA) Coordinator coordinates department projects and programs as assigned (e.g. ODA Mediations Program); assists in organizing and coordinating operations of the department; and participates in all facets of Committee work, including research and special projects as assigned.

### **MAJOR RESPONSIBILITIES:**

- Organize and provide administrative support to the Director, Professional & Government Affairs (e.g. scheduling).
- Co-ordinate and administer the ODA's Mediations Program.
- Assist the Director in organizing and coordinating departmental operations (e.g. budget, procurement, etc.).
- Assist the department in monitoring, reviewing and responding to health policy issues.
- Provide advisory services, respond to information requests from members and the public.
- Assist the Corporate Research Manager in executing research (e.g. data entry, transcribing input from qualitative research such as General Council Workshops) and deliver member resources (e.g. complimentary demographic reports).
- Support to committees and task forces as assigned, including minute-taking.
- Liaise with ODA departments regarding programs, issues and operations.
- Work closely with teams inside the department, across the organization, and with external groups as appropriate.
- Special projects and other duties as assigned.

## **QUALIFICATIONS:**

### **Education:**

- Undergraduate degree or applicable college education/training.
- Research and/or health policy education/training an asset.

### **Required Skills and Experience:**

- Two (2) years' administrative experience in a high-volume, deadline oriented environment;
- Two (2) years' experience working with volunteers and committees;
- One (1) year experience working in a health and health policy environment an asset;
- Advisory and customer service experience an asset and
- Some financial background/experience (accounting – an understanding of budgets and procurement).
- High proficiency in Microsoft Office Suite, including PowerPoint, Outlook.
- Proficiency in database management tools or software.
- Patience, tact and diplomacy.
- Excellent ability to coordinate projects under pressure.
- Excellent ability to communicate clearly and effectively in English (verbal and written).
- Minute-taking (shorthand or speed-writing an asset).
- Excellent organizational, time management and multi-tasking skills.
- Able to show and take appropriate initiative.
- Excellent ability to work under pressure, and meet deadlines.
- Excellent ability to respond to challenges while maintaining responsiveness.
- Ability to work independently and as part of a team.
- Excellent interpersonal skills and telephone manner.
- Excellent judgment, critical thinking.
- Utmost integrity when handling confidential material/information.
- Experience with *MapInfo* or other Geographic Information Systems an asset.

Please send cover letter, resumes with salary expectations to:

Human Resources  
Email: [recruit@oda.ca](mailto:recruit@oda.ca)

*The ODA is committed to fair and accessible employment practices, including providing reasonable accommodation to applicants with disabilities. If you require an accommodation due to disability during any aspect of the recruitment and selection process please submit your request to [hr@oda.ca](mailto:hr@oda.ca).*

*We thank all applicants. Only those candidates selected for an interview will be contacted.*

Posted: August 9, 2017

Closing date for applications: September 8, 2017