

<b>Position Title:</b>	Communication, Administration and Examination Coordinator
<b>Reports to:</b>	Executive Director/Examination Manager (dual reporting)
<b>Position Type</b>	Full-time (37.5 hours per week) Remote: Work from home

### **Position Summary**

The Communication, Administration and Examination Coordinator “Coordinator” provides marketing and communications support, customer relations and promotes awareness of the Canadian Organization of Paramedic Regulators. In addition, the Coordinator shares administrative responsibilities for the COPR Entry to Practice Examination and supports COPR, its Executive Director, Managers and Committees.

### **Responsibilities**

#### **1. Marketing and Communication**

- Accountable for COPR website and social media pages (LinkedIn, Google, Twitter).
- COPR brand awareness (Fact Sheets, Reports, Communiques, brochures)

#### **2. Examination**

As a member of the COPR examination team, the coordinator shares the following responsibilities:

- Participate in reviewing and approving candidate registry listings and follow up as necessary.
- Provide on-call support on examination days from the time the first candidate starts until the last candidate completes the examination.
- Notify Examination Manager of significant issues that occur on examination day.
- Contribute to an Examination Summary following each examination administration.
- Conduct post examination video audits.
- Contribute to the development of a “Dashboard” reporting all pre and post examination issues.
- Conduct quality assurance review of candidate results and address issues prior to releasing results.
- Distribute examination results based on scheduled release dates/times.
- Establish and maintain courteous and friendly relationships with applicants, testing provider staff and COPR members.

#### **3. Administration**

- Coordinate with Executive Director and Examination Manager on Committee and Council meeting logistics (agendas, invites, documents) and minutes as required.
- Accurately prepare and distribute documentation.
- Oversee and monitors action items from Committee and Council Meetings.

### Competencies and Behaviours

- Excellent organizational, communication and interpersonal skills.
- Excellent writing and editing skills, including proper spelling, grammar and punctuation.
- Attention to detail and commitment to accurate, high quality work.
- Ability to work independently, in a self-directed manner, with minimal supervision.
- Commitment to confidentiality.
- High level of accountability, integrity and professionalism.

### Qualifications and Experience

- Graduate of recognized post-secondary program with a minimum of five years' experience in marketing and communications or examination practices and/or a regulatory environment, or a combination of education and work experience.
- Intermediate to advanced knowledge of the Microsoft Office Suite of applications including Word, Excel, PowerPoint, Outlook and SharePoint.
- Must speak, read and write English fluently.
- Bilingual in French is an asset.

### Disclaimer

This position profile outlines a representation of the responsibilities and specifications of the position and should not be considered to represent all requirements of the position. The incumbent may perform other duties as assigned, which are not specified in this description.

### Remuneration

- Salary range is between \$60,000-\$70,000 annually and will be determined based upon experience.
- Pension and benefits.