



OACCPP

Ontario Association of
Consultants, Counsellors,
Psychometrists and
Psychotherapists

The Ontario Association of Consultants, Counsellors, Psychometrists and Psychotherapists (OACCPP) is looking for a Professional Development Coordinator to cover a maternity leave. (14 to 16 month contract).

Reporting to the Executive Director, the Professional Development Coordinator will work collaboratively with the Professional Development Committee of the Board of Directors and Executive Director to coordinate activities and resources related to professional development for the OACCPP membership. The incumbent is responsible for providing support in organizing and managing various webinars, regional network groups, annual conference and AGM in order to meet the professional development goals and objectives of the association and its membership.

The incumbent would ideally have a background in and understanding of the issues and demands faced by professionals in the mental health field.

Specifically qualifications/ requirements are:

- Availability to begin in February 2019, commitment to fill posting for 14 to 16 months.
- University degree or community college diploma in adult education and training, or related field and or equivalent experience.
- 2 to 3 years previous experience in event management or coordination
- Prior experience working with or understanding of Mental Health Professionals and Association membership demands and needs.
- Experience working in a not for profit/association environment would be an asset
- A take charge, inclusive attitude in working with a team to achieve the desired outcome.
- Excellent communications skills,
- Good interpersonal skills with a customer service orientation
- Excellent organizational skills with the ability to identify and manage priorities and deliver high quality outputs under deadline pressure.
- Attention to detail, ensuring work is processed accurately and in a timely manner.
- Advanced proficiency in MS Office applications (Excel, Word, Outlook, and PowerPoint)
- Comfortable with analysis of feedback for assessing and evaluating programs and offerings.
- Highly motivated and able to work independently without constant supervision
- Excellent time management, decision-making, organizational and problem solving skills
- Flexibility to work evening and or weekends – as many of the meetings/sessions occur during these times.

If you are interested in pursuing this opportunity, please send a cover letter and resume to the attention of Maryann Istiloglu, Executive Director at careers@oacpp.ca

Resumes will be reviewed as they are received, with a target start date of early to mid-February.

January 10, 2019.