



*The ODA has been the voluntary professional association for dentists in Ontario since 1867. Today, we represent more than 9,000, or nine in 10, dentists across the province. The ODA is Ontario's primary source of information on oral health and the dental profession. We advocate for accessible and sustainable optimal dental health for all Ontarians by working with other health-care professionals, governments, the private sector and the public.*

*The ODA provides 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 Affairs Co-ordinator**

This position co-ordinates projects and programs as assigned (e.g. ODA Mediations Program); assists in organizing and coordinating operations of the professional affairs and policy section of the department; and participates in all facets of Committee work, including research and special projects as assigned.

### **MAJOR RESPONSIBILITIES:**

- Co-ordinate the monitoring, review and response to health policy issues as assigned by the Professional Affairs Policy Manager.
- Co-ordinate and administer the ODA's Mediations Program.
- Assist in organizing and coordinating professional affairs and policy operations.
- Provide advisory services, respond to information requests from members and the public.
- Execute research and develop member resources in collaboration with the Health Policy Specialist.
- 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 experience and skills:**

##### **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)

### **Skills**

- 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 submit your cover letter and resume with salary expectations to:

Catherine Belcastro  
Manager, Human Resources

*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 contact us.*

**Posting Date:** September 3, 2019

**Closing Date:** September 20, 2019