Job Opportunity: Practice Coordinator

Position Summary

The College of Kinesiologists of Ontario ("the College") is seeking an organized, detail-oriented and adaptable Practice Coordinator to provide research, administrative, analytical and project coordination support across the College's regulatory and operational programs.

Working collaboratively with College management and staff, the position supports program research, policy development, communications, committee activities, program evaluation and organizational initiatives. The role also assists with the implementation of technology and digital improvement projects to enhance operational efficiency and service delivery.

The successful candidate will have strong research, writing, organizational and analytical skills, sound judgment, and the ability to manage competing priorities while maintaining confidentiality and working within established policies and procedures.

Key Responsibilities

- **Program Research and Regulatory Support:** Conduct research on legislation, regulatory requirements, policies, standards and emerging issues; prepare briefing notes, reports and summaries; track data; and support policy reviews, program evaluation and continuous improvement.

- **Program and Committee Coordination:** Coordinate meetings, documentation, action items, stakeholder communications and program activities, including support for peer and practice assessments, assessor training and other regulatory initiatives.

- **Communications and Stakeholder Support:** Provide occasional administrative and coordination support to the Communications Lead in carrying out communications activities and related initiatives, as required.

- **Technology and Organizational Initiatives:** Support the research, coordination, implementation, testing and documentation of digital tools, AI-enabled applications and process improvements, including staff guidance and change management as required.

- **Cross-Functional Support:** Provide research, administrative and project support for College programs and organizational priorities as required. Maintain accurate records, prepare reports and correspondence, track project activities, and escalate complex or sensitive matters to the appropriate manager.

Qualifications and Experience

- A post-secondary diploma or degree in public administration, health administration, communications, policy, business administration or a related field.
- Experience in research, program coordination, administration, communications, policy support or project coordination. Experience in a health regulatory or other regulated environment is an asset.
- Strong research, analytical and writing skills, including the ability to summarize complex information and prepare reports, briefing notes and professional correspondence.

- Excellent organizational and communication skills, with the ability to manage multiple priorities and meet deadlines.
- Proficiency in Microsoft 365 applications, including Word, Excel, Outlook, PowerPoint and Teams. Familiarity with SharePoint, digital platforms, workflow tools or AI-enabled applications is an asset.
- An interest in technology implementation, process improvement and continuous learning.
- Demonstrated discretion, sound judgment and the ability to handle confidential and sensitive information appropriately.
- Ability to work independently and collaboratively with management, colleagues, committees and external stakeholders.

Equity, Diversity and Inclusion

COKO is committed to fostering a diverse, equitable and inclusive workplace that reflects the public we serve. We welcome applications from individuals of all backgrounds, identities and experiences, including those historically underrepresented.

Accommodation is available upon request throughout the recruitment process.

Compensation and Benefits

Compensation is commensurate with experience. The position includes vacation entitlement and extended health and dental benefits.

How to Apply

Please submit a combined cover letter and résumé outlining your qualifications and experience to jobs@acerecruiterscanada.com.

Applications will be reviewed on a rolling basis. Only candidates selected for an interview will be contacted.

Application deadline: Until the position is filled.