



Job Description

POSITION	Coordinator, Subspecialty & Special Interest Groups
REPORTS TO	Associate Executive Director, Education and National Programs
LAST UPDATED	January 2025

OVERVIEW

The Coordinator, Subspecialty & Special Interest Groups oversees the administrative and organizational operations of CPS's subspecialty and special interest groups, which serve as communities for members with shared interests. This role involves overseeing the creation and establishment of these groups, supporting their executive leadership, coordinating professional education initiatives, managing award and grant programs, and handling additional responsibilities as needed.

RESPONSIBILITIES

Subspecialty sections

- Coordinate section-led programming and activities at the CPS Annual Conference (e.g., program development & faculty identification, abstract reviews and awards, business meetings, award dinners/social activities, etc.)
- Confirm content/speakers and maintain schedule for monthly virtual National Grand Rounds
- Identify opportunities for sections to be involved in larger organization-wide initiatives (e.g., strategic priorities, etc.).
- Administer section awards and grants and maintain required terms of reference and guidelines.
- Coordinate the section executive membership, including applications and elections.
- Provide orientation to new section executive members.
- Schedule section executive and annual business meetings (in-person or virtual) and ensure required minutes are on file.
- Maintain section bylaws, ensuring they meet the needs of each section while being consistent with overall CPS by-laws.
- Coordinate the application process for provisional sections and maintain appropriate guidelines and procedures.
- Setting and forecasting section budgets.
- Maintain web pages related to sections and section awards/grants.
- Maintain necessary platform(s) to communicate with sections as well as facilitate communication between section members (e.g., listserv, Mailchimp).

Special Interest Groups (SIGs)

- Coordinate the application process for SIGs and maintain appropriate guidelines.
- Maintain SIG webpage
- Maintain listserv for SIGs
- Conduct the annual review of SIGs, identify any whose activity has declined and bring forward to supervisor to determine a plan of action

EDUCATION & EXPERIENCE

- Post-secondary education/training in administration
- 3-5 years of governance/administrative experience, preferably in not-for-profit sector

ESSENTIAL SKILLS

- Strong written English-language skills
- Proficient in Microsoft Office tools (Word, Outlook, PowerPoint, Excel)
- Experience in Microsoft Teams and Zoom (Meetings & Webinars)
- Experience scheduling meetings, preferably with volunteers
- Experience with email marketing tools (e.g. Mailchimp, ConstantContact) and survey tools (e.g. SurveyMonkey)