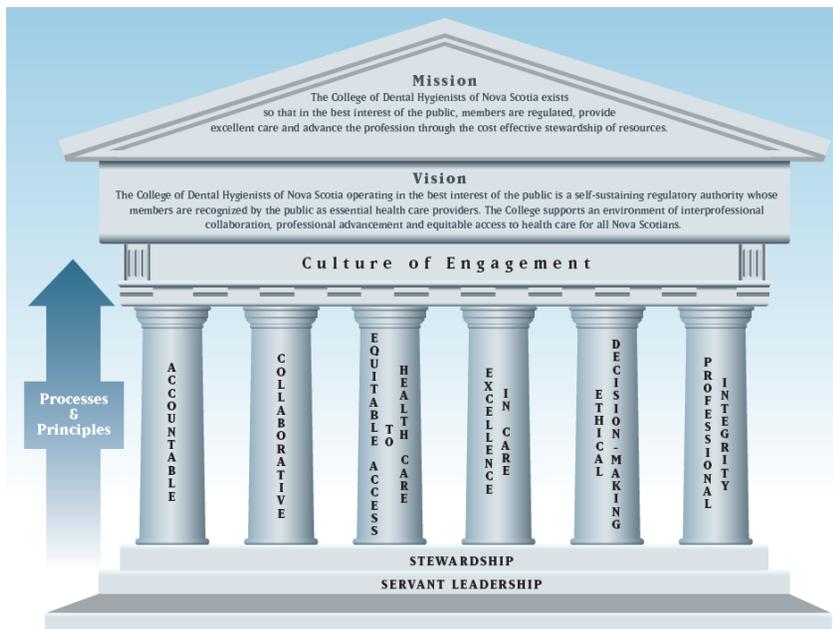




Member Services Coordinator — Part Time

The College of Dental Hygienists of Nova Scotia (CDHNS) is established by statutory authority through the *Dental Hygienists Act of Nova Scotia*. The CDHNS is a regulatory body who in the best interest of the public regulates the profession of dental hygiene in Nova Scotia. Subject to its regulatory responsibility, the CDHNS may also advance and promote the profession of dental hygiene in Nova Scotia. The CDHNS is a not for profit organization, governed by a Council comprised of CDHNS members and public representatives. The Registrar oversees all programs of the College. Detailed information about the CDHNS can be found within its legislation and on the CDHNS website at www.cdhns.ca.

Below is a graphic depiction of the CDHNS Council's Mission and Vision and the core values of the CDHNS staff.



Position Summary: This is a 0.4 FTE position (2 days per week) based in Halifax. The Member Services Coordinator will plan and manage a range of high-quality programs and services for CDHNS members. The Member Services Coordinator will also manage communications media including the College's website, the CDHNS *Unison* newsletter, and the annual report. The ability to work irregular hours on occasion is required.

Key Responsibilities

Working in collaboration with the Registrar and other CDHNS staff, and the Member Services Committee (MSC), the Member Services Coordinator will:

- Plan and coordinate membership meetings and events including award and recognition events, Council nominations and elections, the annual general meeting, the annual continuing competence (CC) event and other continuing competence courses

- Act as editor of the CDHNS's newsletter (published 3 times per year) and annual report
- Assist staff with managing (e.g., maintaining and updating) the CDHNS website to ensure accuracy, currency, and relevance
- In collaboration with the Registrar, develop promotional and public information materials
- In collaboration with the Registrar and the MSC, facilitate the development and approval of, annual priorities for the MSC and events outlined above
- Network with various speakers, agencies and organizations as part of events coordination
- Coordinate the existing Member Resource Centre
- Cross-train with Administrative Assistant to provide necessary coverage, as needed, e.g., during renewal
- Assume other duties as determined by the Registrar

Required Qualifications

- Background/experience in dental hygiene or another health field
- Formal, post-secondary education coupled with solid experience and expertise in marketing, communications, or business administration
- A minimum of three years in one or more employment settings where the applicant has demonstrated initiative, creativity, prioritization, and time management skills
- Previous editorial experience
- Excellent communication skills — verbal and written
- Outstanding interpersonal and organizational skills
- Knowledge of legislation relevant to Member Services Coordinator planning (e.g. privacy, anti-spam, copyright)

Preferred Qualifications

- A Registered Dental Hygienist (RDH) in good standing with CDHNS, or a person eligible for registration with the CDHNS
- Employment experience in a not-for-profit organization or regulatory body which is regional or provincial in scope would be a definite asset
- Hands-on experience re: planning and coordinating events

Core Competencies and Skills

- Analytical/Systematic Thinking:** Takes a logical approach to planning and problem-solving and establishes priorities; analyses issues and problems systematically and thoroughly; focuses on critical details while keeping the primary goal in mind.
- Attitude:** Exhibits a positive outlook towards work and co-workers; energetic and service-oriented.

- ❑ **Commitment:** Exhibits a high level of personal involvement in one's job, demonstrates persistence in overcoming obstacles and completing difficult assignments; exhibits a strong work ethic; believes in what the CDHNS does and its purpose.
- ❑ **Communication:** Excellent writing and verbal communications skills. Speaks and writes clearly and concisely; uses active listening skills; gets messages across efficiently and effectively; demonstrates tactfulness and diplomacy.
- ❑ **Computer Experience:** computer literacy required, including competence in the use of MS Office applications (Word, Power Point, Outlook), website management tools, and event planning software; familiarity with, or willing to learn, use of a member registration database.
- ❑ **Continuous Quality Improvement:** Collaborates with other team members to deal with events, trends, problems and opportunities and exercises judgment as appropriate; continuously looks for creative ways to improve processes and/or outcomes.
- ❑ **Flexibility:** Remains open-minded and flexible when presented with changes; copes effectively with pressure and adversity.
- ❑ **Independence and Decision Making:** Able to work independently and show strong initiative in response to general direction; makes recommendations on complex issues; identifies, initiates, and completes projects and assignments; resourcefulness in developing networks
- ❑ **Integrity:** Demonstrates honesty and ethical conduct in dealing with others and handles confidential information appropriately.
- ❑ **Teamwork:** Works productively as a member of the team to achieve common objectives; capable of taking direction; respects and values the contribution of others in working to achieve the mission and goals of the CDHNS.

Other Requirements

- ❑ Able to occasionally travel outside of Halifax Regional Municipality and work some irregular hours.
- ❑ General understanding of the CDHNS's regulatory responsibilities under the *Dental Hygienists Act* and Regulations, and other relevant legislation e.g., Personal Health Information Act of Nova Scotia (PHIA).

In your cover letter, please explain how your education and experience meets all of the areas outlined in this position description. Provide two to three samples of written material you have previously edited or written e.g., newsletter or website articles.

This position will remain open until a suitable candidate is found, although ideally the start date would be **early August, 2018**. Only applicants selected for an interview will be contacted.

Please forward your cover letter, resume, and sample written material by **July 16, 2018** to: registrar@cdhns.ca

or

Stacy Bryan, Registrar
 College of Dental Hygienists of Nova Scotia
 11-2625 Joseph Howe Drive
 Halifax, NS B3L 4G4