

Physiotherapy Education Accreditation Canada is inviting applications for the position of:

Virtual Assistant

Physiotherapy Education Accreditation Canada (*PEAC*) is a federal not-for-profit corporation governed by a volunteer Board of Directors. PEAC administers accreditation programs for physiotherapy education programs and occupational therapist assistant / physiotherapist assistant education programs in Canada (as the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program, *OTA & PTA EAP*). The OTA & PTA EAP is jointly governed by PEAC and the Canadian Association of Occupational Therapists (*CAOT*).

Position Overview:

The Virtual Assistant is responsible to assist the Executive Director of PEAC and the Program Manager of the OTA & PTA EAP in the day-to-day operations of PEAC, including committee and Board support, and management of the accreditation programs for PT and OTA/PTA education programs. The Virtual Assistant reports directly to the Executive Director and Program Manager and indirectly to the Board of Directors of PEAC.

Responsibilities:

- Support the Executive Director (ED) and the Program Manager (PM) in their duties and communications.
- Maintain organizational databases including but not limited to Board, committee and peer review team lists, accreditation timelines, project management timelines etc.
- Establish collegial working relationships with Board and committee members, education programs, and other stakeholders as requested.
- Assist with stakeholder-specific and project-specific communications.
- Use content provided by the ED or the PM to input/develop, update and maintain online training modules in LMS.
- Provide appropriate access for learners to LMS for relevant training for volunteers and affiliated programs, and ensure participant completion.
- Construct and revise surveys using online survey tools, circulate and ensure completion, and summarize survey results for review by the ED or the PM.

- Prepare communications to members and stakeholders as directed by the ED or the PM, including regular eBlasts, annual invoicing and timely information flow to volunteers and education programs participating in an accreditation review.
- Book meetings, travel, and accommodation for PEAC Board, committee members and Peer Review Team members in cooperation with travel and event planning professionals (including restaurant bookings, catering, and coordination of expense reimbursement).
- Ensure technology requirements are met for scheduled meetings – sound, screen, webinar/teleconference capability, internet connections.
- Assist with the coordination of meeting schedules (including issuing and closing Doodle polls), attendance, confirmation, and preparation and dissemination of meeting materials.
- Attend specified meetings, prepare minutes, ensure that agenda items are brought forward, and required motions are made.
- Draft, edit, format and proofread materials for various purposes and prepare them for translation if necessary.
- Identify and coordinate the work of outsourced services (e.g. translation, training tool revisions and development, website maintenance, etc.) in collaboration with the ED and the PM and ensure invoices are received and addressed.
- Research technological tools and applications and recommend options to increase administrative and accreditation efficiencies.
- Provide support to the ED, the PM and other users in the use of technological tools and applications.
- Update website content and participate in website content creation.

Key competencies, attributes and experience:

- Bachelor's degree preferred; at least three years of administrative experience.
- Exceptional organizational skills and a high standard for perfection.
- Excellent computer and software skills including but not limited to: MS Office (especially MS Word templates and styles), Adobe Acrobat, Zoom, Asana, Slack, Simple Survey, MailChimp, website editing (WordPress), DocuSign, use/modification of content on an LMS, others as required.
- Proven problem solving especially regarding exploration, adoption, and troubleshooting new computer software.
- Proven ability to work with multiple deadlines and multiple priorities.
- Proven ability to work remotely across time zones.
- Fluent in English (written, spoken); French language skills an asset.

Nature of the work:

The successful applicant will be contracted by PEAC.

- Flexible home-based work hours, 22 hours/week, 46 weeks/year
- Some travel within Canada (two-day meetings, 3-4 times/year) will be required post-COVID
- Start date April/May 2021

***Please submit a cover letter describing your experience
as it relates to the above key competencies
along with your résumé to:
Kathy Davidson, Executive Director, PEAC
kathy.davidson@peac-aepec.ca***

Closing date: Midnight local time Monday April 5th, 2021