



Eastern Ontario Staff Development Network Manager, Events and Administration

The Eastern Ontario Staff Development Network ([EOSDN/The Network](#)) is looking to hire an experienced and highly motivated professional to manage events and operational matters, coordinate and oversee planning of professional learning sessions and serve as Registrar for the Supervisory Officer's Qualifications Program. Your knowledge and experience will be instrumental in supporting a thriving organization that has offered professional learning and networking opportunities in Eastern Ontario for over 30 years.

Duties and Responsibilities:

- Ensure the general administration of the Network and act as contact and resource person to the Executive Director, Board of Directors, committees, and other affiliated committees, serve as Recording Secretary for the Board and other planning groups
- Manage and coordinate Network professional learning sessions and prepare committee meeting record and subsequent reports
- Serve as Registrar for the Supervisory Officer's Qualification Program; develop promotional materials, assist candidates with application and submission of documents; ensure adherence to admission requirements; process credentialing applications to the Ontario College of Teachers (OCT) and/or Ministry of Education; maintain current knowledge of legislation and policy requirements relevant to the SOQP; manage the SOQP candidate database and files; prepare Revenue Canada Tax forms for SOQP candidates; liaise as required with OCT and Ministry of Education
- Develop and maintain accurate records in accordance with EOSDN by-laws and the Corporations Canada Act; ensure that required documents are filed with appropriate government and legislative agencies
- Manage the administrative functions and operating budget of the EOSDN office and liaise with Queen's University personnel as needed

Education, Experience and Skills:

- Post-secondary education with experience in appropriate areas and other training relevant to the position, including communications, administration, and technical skills are necessary
- Excellent communication and interpersonal skills
- Experience working in a non-profit organization, leadership, and project management experience required, with experience in the education sector considered an asset
- Ability to work independently while also managing multiple priorities, connecting and liaising remotely as well as face-to-face

- Highly developed decision-making and problem-solving skills, ability to work as a member of a team and independently
- Aptitude with multimedia design considered an asset

Working Environment:

- The office is located at the Faculty of Education at Queen’s University. A blend of working from home and in the office continues during the pandemic. This will be re-evaluated as the situation evolves
- Flexible hours are required when events are being organized and in progress

This is a full time, permanent position. Salary will be commensurate with education and experience, within the current salary structure of the EOSDN.

How to Apply:

The selection committee requests a cover letter, resume, proof of qualifications, and three professional references by email to eosdn@eosdn.on.ca no later than end of business day Friday, November 5, 2021.

About the Eastern Ontario Staff Development Network

EOSDN is a consortium of Eastern Ontario District School Boards and the Faculty of Education at Queen’s University. EOSDN is an accredited provider of the Supervisory Officer’s Qualification Program in Ontario.

The EOSDN adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce.

The EOSDN office is on the traditional lands of the Haudenosaunee and Anishinaabe. We extend our respect to all First Nations, Inuit and Métis Peoples for their valuable past and present contributions to this land.

Algonquin and Lakeshore Catholic DSB - Catholic DSB of Eastern Ontario – Durham DSB
Hastings and Prince Edward DSB – Kawartha Pine Ridge DSB
Limestone DSB - Ottawa-Carleton DSB - Ottawa Catholic School Board
Peterborough Victoria Northumberland Clarington DSB - Queen’s University, Faculty of Education
Renfrew County Catholic DSB - Renfrew County DSB – Upper Canada DSB