



Canadian Centre for Accreditation

Excellence in community services

Centre canadien de l'agrément

L'excellence en matière de services communautaires

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The Canadian Centre for Accreditation (CCA) is a non-profit leader in fostering excellence and equity in health and social services across Canada. We uphold and advance quality standards that promote the health and well-being of people and communities. Join us in making a difference!

Role: Accreditation Coordinator, bilingual (French/English)

Type: Full-Time, Permanent

Location: Remote (with minimum of 2 in-person meetings/year)

Salary: \$55,000 - \$61,903, based on experience

Benefits: Health, dental, HOOPP pension, 12 sick days, 15 vacation days, 1 float day

Role overview: As the Accreditation Coordinator, you play a pivotal role in ensuring the smooth operation of CCA's accreditation program. You provide crucial logistical, administrative and technical support to the program team, Participating Organizations (POs) and volunteer Reviewers. Your deep understanding of program elements and the needs of each PO and Reviewer allows you to facilitate a seamless accreditation process. Through clear communication, collaboration and meticulous coordination, you ensure that all parties are supported at every step.

Highlights of Key Responsibilities:

- Accreditation Review Coordination: Coordinate Review teams, maintain program planners, and manage accreditation documents and surveys.
- Reviewer Program Support: Assist with recruitment, training, travel, and recognition of Reviewers.
- Management of Accreditation Technologies: Coordinate and provide user support to the online GoCCA portal and Volunteer Management System.
- Standards Review Coordination: Support standards review processes and document translation.
- Data Analysis and Performance Reporting: Compile performance data and recommendations for improvement.

Qualifications:

Essential

- Minimum of 2 years' project coordination experience, preferably in a not-for-profit or community-based setting
- A strong customer service and collaborative orientation
- Legally eligible to work in Canada and residing in Canada.
- Proficiency in oral and written English and French

Skills and Competencies

- Commitment to respecting and promoting diversity, equity and inclusion
- Demonstrated analytical, problem-solving and project management skills
- Detail-oriented with excellent organizational and time management skills
- Able to work independently and reliably with minimum supervision
- Superior team player and collaborator
- Strong digital literacy, with proficiency in at minimum Microsoft Office, Google Sheets, Zoom, MailChimp, SurveyMonkey, Monday.com, and content management systems.

Why Work with Us:

- Meaningful work: Contribute to strengthening health and social services across Canada.
- Learning environment: We are committed to increasing job satisfaction and engagement by enhancing team members' knowledge and skills.
- Inclusive environment: Be part of a team that values diversity and offers flexibility.

The CCA is an equity employer. We welcome and encourage applications from equity-deserving communities including First Nations, Inuit and Métis peoples, persons from racialized groups, persons



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of all sexual orientations and genders and persons with disabilities. Accommodations are available on request.

How to apply: Submit your resume and cover letter in PDF format, with a summary of your most relevant experience, in confidence to Damilola Araoye, Executive Assistant, at ea@canadiancentreforaccreditation.ca no later than Thursday October 24, 2024. Applications received after this date will not be considered.

We thank all applicants, but only those selected for further consideration will be contacted.

We are excited to learn how you can contribute to CCA's team and mission!