



CHAPTER COORDINATOR

Under the authority of the *Professional Engineers Act*, PEO's mission is to regulate and advance the practice of engineering and its 85,000 licence and certificate holders to protect the public interest. Its vision is to be the trusted leader in professional self-regulation.

PEO has an immediate opening for a **Chapter Coordinator** on a regular full time basis. Reporting to the Manager, Chapters, the Chapter Coordinator is responsible for providing program development, communication and service support for PEO chapters, carry out strategic plan initiatives and ultimately strengthen the interaction between PEO and its licence holders.

The PEO chapter system, which consists of 36 chapters grouped into five regions, is overseen by ten regional councillors (two elected from each region).

Primary responsibilities of the Chapter Coordinator include:

- provide primary staff support to all 36 chapters and the Regional Councillors Committee (RCC);
- attend all regional congresses and provide staff support function to the meeting, serve as the minute taker and general resource to the chapter volunteers;
- assist with data collection and analyses, and the preparation of various reports;
- assist with the organization of chapter conferences; and
- provide operational support to the chapter office and PEO committees, as assigned.

The successful candidate will be an organized individual with 3 to 5 years' work experience, excellent oral presentation and written communication skills, project management experience, good marketing acumen, understanding of business planning processes, strong financial analysis skills and event management and customer service skills; preferably in a technical or association setting. Although not mandatory, candidates who have demonstrated successes in volunteer management and support are preferred. Preference will also be given to applicants who are professional engineers.

Intermittent travel within Ontario and occasional evening and weekend work/meetings will be required.

Qualified professionals are invited to submit their resume and cover letter stating salary expectations no later than **Friday, August 25, 2017** to:

Professional Engineers Ontario
40 Sheppard Avenue West, Suite 101, Toronto, Ontario, M2N 6K9
Email: peopledevelopment@peo.on.ca

We thank all applicants in advance for your interest in our organization and advise that only those candidates selected for interviews will be contacted.