



NURSES SPECIALIZED IN  
WOUND, OSTOMY AND CONTINENCE  
CANADA  
INFIRMIÈRES SPÉCIALISÉES EN  
PLAIES, STOMIES ET CONTINENCE  
CANADA

## **JOB POSTING**

### ***Program Manager, Wound, Ostomy and Continence Institute***

***Reports to: The Academic Chair of the Wound, Ostomy and Continence Institute***

#### ***Position Summary***

NSWOCC is Registered Charity, who owns and operates the Wound, Ostomy and Continence Institute. We are looking for a Program Manager who is a self-starter with a background in business/on-line education program management who can join our Wound, Ostomy and Continence Institute Team. This is a contracted, part-time position of 32 hours per week.

#### ***Job Responsibilities:***

- Support the Academic Chair in the WOC Institute strategic plan implementation
- Day to day oversight of student registration/payments/data base management
- Student enrollment into Moodle (Dual Code)
- T2202A annual tax form filing for students
- Support contracts/preceptor process
- Marketing of all WOC Institute education programs
- Communications: Keep website up to date
- Strengthen social media presence
- Support webinars and continuing education programs
- Enhance national conference planning
- Implement annual graduation of students
- Administer awards program

#### ***Qualifications/Job Requirements:***

- Post - secondary education in business management/marketing
- Fluently bilingual - oral and written
- Excellent interpersonal and communication skills

- Understands the Canadian Healthcare system
- Understanding Wound, Ostomy and Continence Nursing an asset
- Experience in administration of on-line education
- Expertise in project management
- Proficient and experienced with Microsoft Office Suite programs including Outlook, Excel, Word and PowerPoint
- Proficient in data base management
- Knowledgeable about Learning Management Systems
- Knowledge of Word Press
- Excellent organizational, time-management and problem-solving skills
- Excellent written and oral communication
- Ability to work from home in virtual office environment
- Demonstrated organizational skills
- Ability to work independently.

### ***How to Apply***

If you are interested in applying for this position, please send your resume and cover letter to [office@nswoc.ca](mailto:office@nswoc.ca) attention: Catherine Harley, NSWOCC CEO by September 15, 2021.

***Nurses Specialized in Wound, Ostomy and Continence Canada (NSWOCC) is a registered charity with 725 NSWOC members in all provinces and territories across Canada. NSWOCC works to advance the profession of specialized wound, ostomy and continence nursing and wholly owns and operates the Wound, Ostomy and Continence Institute which provides the specialized education programs in wound, ostomy and continence.***