



## JOB POSTING

### SR. ADMINISTRATOR, CONSTITUENCY MEMBER RELATIONS, ADVOCACY & COMMUNICATIONS 18-month Contract

#### JOB SUMMARY

The **Sr. Administrator, Constituency** is responsible for providing full service support to assigned constituency groups and designing and implementing special projects that enable the team to provide meaningful, effective services to members that are aligned with the OMA's policies and procedures

#### RESPONSIBILITIES AND DUTIES

- Provides full service support to assigned constituency groups, which may include:
  - Supporting annual planning
  - Planning and supporting implementation of large scale member outreach meetings
  - Planning and supporting implementation of annual general meetings
  - Attending Executive and member meetings and completing meeting minutes
  - Providing front line responses to general inquiries
  - Connecting leaders to other areas/priorities within the OMA
  - Coordinating meeting expense entitlements
  - Validating and processing member honoraria payments
  - Ensuring invoices are processed and paid
  - Monitoring and maintaining discretionary accounts
- Supports two-way communication between members and the OMA. Identifying common issues, opportunities, themes that arise from constituent groups and summarizing and circulating to relevant OMA teams. Similarly, funnels relevant information from OMA teams to leaders and constituent groups as necessary;
- Designs and implements special projects that that enable the team to provide meaningful, effective services to members that are aligned with the OMA's policies and procedures (e.g. ensuring service level agreements are in place for all constituent groups, establishing online orientation forums to support new leaders in their roles);
- Supports other relevant activities such as:
  - Delivering and continuously improving annual orientation of newly elected leaders.
  - Coordinating logistics for OMA attendance at external conferences as an exhibitor.  
Attending off-site conferences as part of OMA's member engagement strategy
  - Providing back up to other Constituency Services team members as required;

**Education:** Bachelor of Science, Bachelor of Health Sciences/Administration, Bachelor of Commerce, or equivalent.

**Experience:** 2-5 years relevant public affairs/communications experience.

Interested candidates should forward their cover letter and resume to the Human Resources Department at [hr@oma.org](mailto:hr@oma.org)

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