



CANADIAN COUNCIL ON CONTINUING
EDUCATION IN PHARMACY
LE CONSEIL CANADIEN DE L'ÉDUCATION CONTINUE EN PHARMACIE

Executive Director

PERMANENT PART-TIME

This exciting position offers a flexible and unique opportunity to work independently and impact excellence!

The Organization:

The Canadian Council on Continuing Education in Pharmacy (CCCEP) is a national accrediting body for continuing education for pharmacy professionals. CCCEP operates with a small team based in Saskatoon, but its reach and support far exceed its structure. The new Executive Director will not be required to relocate. For more information visit: <https://www.cccep.ca/>

The Opportunity:

Reporting to the Board of Directors, the **Executive Director** will provide in-person and remote leadership and effective operations to the CCCEP. Due to retirement, CCCEP is seeking a strategic professional with a passion towards continuing education, development and accreditation. The Executive Director will implement and execute strategic goals and objectives determined by the Board and foster a visible presence with leaders across Canada. CCCEP is seeking an adaptable, forward-thinking relationship builder with the ability to make a lasting impact who can lead in innovative ways.

Key Responsibilities:

- Provide support and facilitation to the Board on governance, leadership and other activities.
- Ensure effective operations, financial management and risk mitigation through planning and execution;
- Provide pharmacy professionals with dependable sources to select quality continuing education programs;
- Expand services, support advanced practices and map national needs assessments and accreditation;
- Increase the use and functionality of CCCEP learning activity database by pharmacy professionals;
- Foster and maintain strong stakeholder relations regionally, nationally and internationally;
- Promote the standardization of Continuing Professional Programs;
- Act as a spokesperson and champion, with an energetic presence and passion for expanding services and improving customer satisfaction;
- Maintain CCCEP website and upgrade as needed to enhance user experience.

Selection Criteria:

- Degree in pharmacy, health, business, public administration or adult education or equivalent;
- 5+ years of progressive management experience;
- Experience working with/reporting to a Board of Directors;
- 3+ years of experience working in health professional education and/or competency-based professional development programming;
- Exposure to continuing education, accreditation, distance education and professional development;
- Innovative and proactive strategic thinker, who can apply resourceful and creative solutions;
- Strong relationship building skills and the ability to effectively represent the Council at a national level;
- Adaptable, organized individual with administrative skills and the ability to work independently;
- Exceptional communication, interpersonal, facilitation, consultation, problem-solving, critical thinking and conflict management skills.

For more information about this exciting opportunity, contact **Jen Iskierski** at 204-926-3006 or jen@harrisleadership.com
To apply in confidence, please send a resume and cover letter quoting project **#19103**