

Job Posting

Job title

Senior Educational Initiatives and Policy Coordinator

Location

Ottawa, Ontario (remote, with occasional in person requirement)

Reports to

Executive Director

Job overview

The Senior Education Initiatives and Policy Coordinator is responsible for developing and coordinating programs, policies and initiatives that foster high-quality nursing education in Canadian schools of nursing and promotes faculty scholarship.

This is a two-year contract full-time (35 hours/week) position with a possibility of extension.

Responsibilities and Duties

Leads the development of nursing education guiding documents

- Maintains, disseminates, and revises CASN's National Nursing Education Framework, other education guidelines and competencies.
- Identifies the need for and manages the development of new guidelines, competencies, and other resources.
- Applies methodologies for developing national, consensus-based frameworks, guidelines, and competencies.

Coordinates nursing education initiatives

- Develops project schedules and workplans.
- Tracks project progress and completes reporting documents.
- Builds relationships with key partners and beneficiaries to create advisory structures to inform project implementation.
- Work with the Executive Director to resolve project challenges.
- Organize meetings, prepare agendas and ensures meetings are documented.
- Gathers and analyzes data to demonstrate initiative outcomes.
- Engages in relevant policy development, advocacy activities and implementation strategies that align with CASN frameworks, guidelines, competencies, and/or other nursing education initiatives.

Provides strategic advice and informs advocacy efforts

- Working with the Executive Director and key partners, coordinates advocacy work related to CASN's mission of advancing nursing education.
- Remains informed of key policies, regulation changes and trends that will impact nursing education.
- Provides insights on trends and needs within nursing education to inform the planning of CASN initiatives and events.
- Shares nursing and nursing education perspectives with non-nursing CASN staff who are leading initiatives and coordinating committees as needed.
- Provides feedback on communication and knowledge translation strategies to ensure audience of nurse educators is reached.

Other Duties

- Supervises nursing student placements and precepts nursing students.
- Represents CASN as a collaborator or contributor on external grants or proposals.
- Provides support for major CASN activities, such as Council meetings, board meetings, conferences, special projects and initiatives.
- Carries out other tasks as assigned, including taking direction from other staff as needed

Qualifications

Required qualifications

- Registration in good standing as a nurse (registered nurse or nurse practitioner) in a Canadian jurisdiction.
- Graduate degree in nursing.
- Minimum five years' relevant and recent experience, with project management skills.
- Experience as an educator in nursing degree programs.
- Relevant experience in nursing curriculum development.
- Relevant experience creating standards or guidelines.
- Understanding of Indigenization, equity, diversity, inclusion, accessibility and anti-racism principles and ability to implement them in work and activities.
- Excellent and accurate written and oral communication and presentation skills.
- Ability to collaborate effectively with faculty, nursing leaders and stakeholders at all levels.
- Ability to contribute effectively and collaboratively as part of a team.
- Ability to work independently/remotely with minimum supervision, with occasional in person attendance requirements.
- Excellent organizational skills, ability to take initiative, prioritize multiple responsibilities and meet deadlines.
- Ability to use good judgement, critical thinking and problem-solving skills.
- Attention to detail and excellent proof-reading/editing skills.
- Willingness to learn new skills/software/technology.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint – basic to intermediate expertise) and email – Outlook (intermediate to advanced experience for email and scheduling).

- Professional and positive attitude, excellent interpersonal skills, client-focused and responsive to customer requests (i.e. customer-service skills).
- Available to work a flexible schedule occasionally to accommodate meetings with schools in different time zones.
- Willingness to travel nationally and/or internationally occasionally as required.

Preferred qualifications

- PhD in nursing, education or related healthcare field.
- Fully bilingual in French and English.
- Experience in graduate level teaching.
- Experience using and/or setting up Zoom and Microsoft Teams meetings.
- Experience using an online survey tool (such as Qualtrics).

What we offer

- Generous leave entitlements, including December holiday closure.
- Benefits: dental, medical, vision care, paramedical, life insurance (some exceptions may apply) and professional and confidential Employee Assistance Program services.
- Participation in a defined contribution pension plan (some exceptions may apply).
- Remote work benefits; e.g. improved work-life balance, fewer expenses, improved efficiency, minimal commuting requirements, greater inclusivity

We offer an annual salary between \$75,000 and \$95,000, commensurate with experience and qualifications.

The Canadian Association of Schools of Nursing (CASN) is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified applicants. Recruitment-related accommodations for persons with disabilities are available on request.

The closing date for applications is Monday, March 31, 2025 at 11:59 p.m. Eastern Daylight Time.

Please submit a cover letter and resumé to: HRRcruiting@casn.ca

Although all applications are appreciated, please note that only those candidates selected for an interview will be contacted.