



25 Adelaide Street East, Suite 1100  
Toronto, Ontario M5C 3A1  
Tel: 416-203-2746  
Toll Free: 1-877-557-2746  
www.pgo.ca  
info@pgo.ca

## JOB POSTING

### **Position: Assistant Registrar**

Reports to: Registrar

Employment Status: Full time

Direct Reports: N/A

Date: November 7, 2022

Closing date: November 21, 2022

How to apply: Please email cover letter and CV to PGO at [general@pgo.ca](mailto:general@pgo.ca)

Professional Geoscientists Ontario (PGO) is a self-regulatory organization governing the practice of professional geoscience in Ontario. The PGO office is a small team of professionals, that was established in 2000 and is located downtown Toronto. This team is committed to the maintenance of high standards of professional practice of Geoscience in Ontario, for the purpose of protecting the public and the environment. PGO reports to the Ontario Minister of Mines.

PGO is searching for a dynamic individual to join the team in the position of Assistant Registrar. The Assistant Registrar is responsible for assisting with all aspects of the registration process for their professional designation including communicating with registrants and applicants. The Assistant Registrar will provide support to the Registration Committee and will be involved in the credential evaluation of applicants and in the communication of exam results and registration decisions to applicants. *The position will work remotely but will also be required to work out of our downtown Toronto office location.*

### **Responsibilities**

- Processes new applications and renewals of potential registrants for PGO
- Reviews and verifies information on applicant documentation
- Verifies academic assessments by reviewing transcripts and credentials as part of the knowledge requirement evaluation process
- Processes and ensures documents, annual fees and dues are received through the registration process
- Enters and maintains applicant/registant information in the PGO database
- Tracks applications and communicates with applicants

- Organizes and prepares all Registration Committee meetings
- Prepares applicants package for review by Registration Committee
- Coordinates with outside agencies where necessary, including for confirmation of exam results
- Produces reports and communicates information concerning data to the Association within established timelines
- Assists with all communication including student outreach questions and inquires with Ontario Universities
- Assists with processing all communication letters including status of application (pending, approved, denied or deferred)
- Tracks and audits the online CPD system to ensure registrants are completing the required Continuing Professional Development (CPD) hours
- Assists in the creation of policies and processes
- Initiates and assists with registrant's development and retention programs
- Manages invoices for registrants and process payments
- Coordinates non-compliance and compliance documents for distribution
- Assists with the enforcement, compliance process, discipline and procedures to fulfil the Association's legislated mandate
- Organizes presentations to Board of Directors or stakeholders in order to assist with adherence to regulation
- Researches and investigates potential non-compliance through a variety of media, contact with other associations/ societies, etc.
- Maintains detailed information into compliance database and files
- Liaises with the Registrar on reporting status of non-compliance issues
- May also represent the organization at designated events and other industry trade shows.

### **Qualifications**

- A Professional Geoscience (P.Geo) designation is mandatory
- A Post-Secondary University Degree in Geoscience or related discipline is required
- Environmental discipline or specialization is preferred
- A minimum of five (5) years of progressive relevant work experience is required
- Experience with databases, regulatory authorities and government is as asset

### **Skills, Knowledge and Abilities:**

- Microsoft Office (Word, Excel and PowerPoint) and Adobe Acrobat and MPower database
- Effective communication strategies and tactics
- Proven analytical skills with attention to detail
- Excellent organizational, time management, analytical and problem solving skills are required

## **Why should you join the team?**

- Competitive compensation
- Benefits including a health care spending account
- RRSP Program
- Employee Assistance Program
- Generous Paid Leave
- Professional Development

The position will work remotely but will also be required to work out of our downtown Toronto office location.

The health, safety and well-being of our employees is our top priority so proof of vaccination will be a condition of employment.

We are committed to preventing and removing barriers to employment for people with disabilities and encourage you to contact us if you have questions regarding accessibility or accommodation.

We encourage all qualified individuals to submit applications, however only those selected for an interview will be contacted.

If you are looking to join a dynamic team of individuals that value integrity, innovation, team building and best in class member services. we want to meet you!