



Bilingual Program Coordinator – New Brunswick

Term: Contractor (30 – 50 hours per month; 2 years with strong potential for extension)

Location: Moncton, NB (remote & in-person at Université de Moncton)

Compensation: \$35 per hour

THE OPPORTUNITY

Are you a healthcare professional looking for a unique way to combine your skills with events coordination? Are you an events professional who enjoys high-paced environments? If you have healthcare-related experience in events management and/or administrative coordination and are eager to work in a nursing simulation lab, we'd love to meet you!

Inspire Global Assessments (Inspire) is looking for a Program Coordinator to help run our assessment program in Moncton, NB. This planning and coordination role will provide technical, administrative, and operational support to the delivery of Inspire's Simulation Lab Assessment (SLA). Through its Bilingual assessment centre at Université de Moncton, Inspire administers assessments for internationally-educated healthcare professionals—specifically those seeking employment as Registered Nurses or Licensed Practical Nurses. The Inspire high-stakes assessment is a comprehensive, multi-faceted competency assessment that evaluates strengths and gaps in entry-level competencies, helps determine readiness to practice, and provides direction for remediation.

The Program Coordinator ensures our SLAs are delivered to the highest standards of security, consistency, and confidentiality as per established standards, policies, and procedures. This position will coordinate and deliver monthly assessments that take place in the Simulation Lab at the Université de Moncton approximately one day per month (Saturday or Sunday), and subject to Assessment Taker demand. In addition to monthly assessment days, we anticipate up to 8-12 hours per week of administrative work, which includes: register and schedule assessment takers and staff, respond to queries and needs, and participate in recruitment and training of assessment centre staff. Hours worked depend on the number of assessment takers each month, and flexibility is required.

Assessments at the Université de Moncton run on weekends and occasionally training sessions run in the evening; thus, evening and weekend work is required. Onboarding and start-up activities will require travel to Vancouver, BC for up to 7 days of training to observe activities in the simulation lab in Vancouver. Further details will be discussed with the prospective candidates.

WHO WE ARE

Inspire is owned and operated by the BC College of Nurses and Midwives (BCCNM). BCCNM launched Inspire (formally known as NCAS) in January 2017 as a service for assessing the competencies of nurses and health care aides seeking licensure in BC. The assessment is designed to provide a consistent, rigorous and defensible approach to determining the extent to which potential registrants possess the competencies required to enter practice safely.

BCCNM is committed to treating all applicants and employees with dignity and respect in a workplace free from all forms of discriminatory treatment, behaviour or practice. We strongly encourage submissions from all qualified individuals, including folks who have been systemically excluded from the health sector, not limited to but including Black, Indigenous and racialized people, people living with disabilities, and two-spirit, queer, trans and non-binary persons.

DUTIES/ACCOUNTABILITIES

- Working with regulatory partners and health authorities to receive referrals, facilitate the assessment process and invoicing where required.
- Effectively communicate the information, scheduling, and navigation needs of applicants seeking an assessment.
- Coordinate SLAs, including scheduling all staff, room set-up and take-down, purchasing supplies, securing event dates, and providing oversight to all assessment centre staff including nurse assessors, standardized patients, and technicians.
- Facilitate the flow of assessment days, including all aspects of the assessment taker experience.
- Attend assessment day sessions, ensuring all equipment, supplies, and materials are prepared and meet specifications of the assessment.
- Report, respond to, resolve, and/or escalate as necessary all assessment site incidents.
- Complete data entry, invoicing, contracts, timesheets, and manage all appeals/payments.
- Deliver, monitor, and lead continuous improvement efforts for the delivery of the assessment, and for assessment taker services.
- Manage a small team of part-time Inspire assessment centre staff, including recruiting, training, and monitoring performance with support from the BC Operations team.
- Facilitate and/or develop staff training and certification sessions with the support of the BC Operations team.
- Schedule all assessment centre staff, assessment takers and liaise with lab provider to develop, optimize and revise (as necessary) annual, rolling assessment date calendars.
- Contribute to the day-to-day activities of Inspire, supporting all projects and programs, contributing to organizational planning processes, and furthering Inspire's spirit of innovation.
- Foster and maintain an organizational culture that promotes mutual respect, teamwork, and service excellence.



QUALIFICATIONS, SKILLS AND KNOWLEDGE

- Bilingual in English and French.
- Post-secondary degree/certificate or an equivalent combination of experience and training in simulation education, assessment, program, or events management.
- Experience working in a high-paced environment.
- Demonstrated experience managing, coaching, and evaluating staff teams.
- Demonstrated experience resolving problems and addressing issues in real-time situations.
- Experience delivering customer service with speed, care, and attention to detail.
- Exceptional and dynamic interpersonal and communication skills – written and oral.
- Experience with navigating MS office tools, specifically excel spreadsheets and working on a variety of technology platforms and programs including project management programs.
- Demonstrated experience with administrative tasks including database management, developing PowerPoint presentations and other forms of communication, etc.
- Exceptional attention to detail.
- An openness to learning, taking on new challenges, and supporting the growth of Inspire.
- Nursing education and/or experience as an HCA or LPN is an asset.
- Training in simulation education is an asset.
- Familiarity with a variety of health care settings and/or with health care regulation is an asset.
- Knowledge of medical equipment and supplies typically found in health care settings and/or simulation labs, including mannequins is an asset.

HOW TO APPLY

Please forward your resume and cover letter to careers@inspireassessments.org. Please use **“Bilingual Program Coordinator – NB”** as the subject line of your email. There are multiple positions available and will be filled on a rolling basis, so please apply immediately. To learn more about our organization, please visit www.inspireassessments.org. Thank you for your interest in working with Inspire and BCCNM. While we appreciate all applications, only short-listed candidates will be contacted.