

Job Title: **Project Research Associate**
Reports To: Director, Policy
Location: Guelph, Ontario

About the College of Veterinarians of Ontario (CVO)

The College of Veterinarians of Ontario regulates the delivery of veterinary medicine in Ontario. All veterinarians who practice in Ontario must be licensed by the College. In serving the public interest, the College seeks to understand the risks involved in the practice of veterinary medicine and collaborates with partners to develop solutions which reduce the potential for harm to animals and people.

The College:

- Issues licences to qualified individuals.
- Sets standards to improve the quality and safety of veterinary care.
- Inspects and accredits veterinary facilities to assure a safe, professional environment.
- Investigates and resolves concerns about a veterinarian and their practice.
- Administers quality practice programs to promote ongoing improvement and growth.

The College licenses more than 5,000 veterinarians and accredits over 2,300 veterinary facilities in Ontario. The role and authority of the College is set out in the *Veterinarians Act* and regulations made under this legislation.

Working at CVO

This is a full-time, three-year contract position, that offers that offers a comprehensive total rewards package, and a collaborative, hybrid working environment. Our team is dedicated to fulfilling our mandate while enjoying some fun along the way. Our office is located in Guelph, Ontario and is accessible by public transit.

About this Unique Opportunity

The Project Research Associate plays a pivotal role in the implementation of CVO's policy agenda by providing administrative and research support to the College's Policy team.

Primary Responsibilities

The following is a list of the essential duties and responsibilities of this job. The tasks and the time spent performing each task may vary.

- Conduct research and data analysis from various sources
- Provide editing provide editing support to the Policy team
- Provide administrative support for Council, working group and advisory group meetings. Administrative tasks include preparing and distributing meeting packages, note taking, meeting scheduling and hosting
- Manage Policy team files and records

- Provide reception coverage on a rotational basis in cooperation with the CVO Associate team
- Other duties and responsibilities as required

What you Bring to the Role

- One (1) to three (3) years of work experience in public policy, professional regulation, law, or a related field.
- Experience with data collection and analysis
- Demonstrated ability to work independently and collaborate with internal and external parties as needed
- Proficient communication skills, including experience in customer-driven engagement, both verbal and written
- Experience providing administrative support to senior staff, including calendar management, record-keeping and digital cataloging.
- Experience organizing large meetings both in person and virtually
- Experience reviewing and developing policy and legal writing
- Ability to communicate effectively with various partners, both internal and external, with appropriate discretion
- Advanced knowledge of MS Office Suite, Adobe, and virtual meeting platforms
- French bilingualism is considered an asset

Applying to the Role

To be considered, please email your resume and cover letter to careers@cvo.org before February 11th, 2025, and include the job title in the subject line of your email.

We thank all applicants for their interest in the role, however, only those selected for an interview will be contacted. If contacted for an interview, please inform us if you require accommodation.

In the spirit of the Human Rights Code, we ask that resumes do not include personal data including, but not limited to age, health, marital and family status.

As an employer committed to the principles of employment equity, we encourage applications from all persons including Black, Indigenous and People of Colour, persons with disabilities, and persons of all sexual orientations and gender identities. We are committed to providing an inclusive and barrier free experience to applicants with accessibility needs in accordance with the *Ontario Human Rights Code (2015)* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. Candidates with disabilities requiring an accommodation are encouraged to contact lrankin@cvo.org