

Canadian Architectural Certification Board

Certification Program Coordinator

Role Type: Full-Time, Indeterminate

Benefits: The CACB provides a variety of staff benefits such as Health and Dental

Vacation: 3 Weeks

Reports To: Director, Programs & Operations

Location: Downtown Ottawa

About the Canadian Architectural Certification Board (CACB)

The CACB develops, implements and maintains programs and standards for certification required for the practice of architecture in Canada.

CACB administers its programs on behalf of the Canadian Architectural Licensing Authorities and the Canadian Council of University Schools of Architecture to:

- Certify educational qualifications of individual architectural graduates (*Certification Program*);
- Accredite professional architecture programs at Canadian universities (*Accreditation Program*);
- Certify professional qualifications of broadly experienced foreign architects (BEFA Program); and
- Collaborate and conduct research, nationally and internationally, as it relates to architectural *accreditation* and academic *certification*.

CACB accomplishes these tasks through a volunteer Board of Directors, volunteer committees, and paid administrative staff, and through its commitment to:

- Fostering excellence in architectural education to achieve the highest standard of architecture and architectural services for all Canadians
- Holding a broad view of society and the architectural profession and strives to foster the academic environment that facilitates training of architects who possess modern professional and technical skills, and;
- Continuing cooperation with its members, the architectural profession at-large, and the accrediting agencies in Canada and internationally

Role Summary

Reporting to the CACB Director, Programs and Operations, the Certification Program Coordinator is responsible for coordinating all operations of the Certification Program, ensuring program targets are met and coordinates all requirements that support the strategic direction of the program, and ensuring that the program is current with the evolution of national and international programs of professional education in architecture.

Key Responsibilities

- Act as ambassador of the Academic Certification Program to promote program and services to all stakeholders
- Preparing candidates' files for the Assessment Committee
- Communicating with the candidates to guide them through the application and assessments processes
- Facilitate Assessment Committee meetings and support the Committee during its deliberations
- Acting as a liaison with course providers in matters of certification and course offerings to the CACB referral candidates
- Anticipating program needs and prepare proposals for the Director of Programs & Operations and/or Executive Director/Registrar for sourcing and contracting external resources
- Updating and maintaining the certification database, and CACB website

- Drafting Proposals, reports, policies, and press releases, and revising and drafting standards updates
- Linking standards with existing best practices
- Ensure efficient operations of program and identify opportunities for improvements
- Facilitate program and operational training for new staff and Assessors
- Informing the Directors of new trends in international architecture education

Qualifications

- University degree preferably in, but not limited to, education, administration, or architecture.
- Minimum 2 years' experience working with credential and equivalency assessments
- Knowledge of professional organization/professional licensing and registration procedures and/or associations
- Working with and supporting the work of volunteer professionals
- Proven Project and/or Program management experience required
- Knowledge and experience in overall organizational effectiveness
- Must be bilingual in English and French writing, reading and conversation

Assets

- Certification or degree in Architecture is advantageous, but not mandatory
- Knowledge of other languages beyond English and French
- Some experience in writing funding proposals and negotiating with funding agencies would be an asset

Personal Suitability

- Excellent analytical skills and strong skills in synthesizing and organizing disparate information units
- Ability to maintain accuracy and attention to detail in a dynamic and multi-tasking work environment
- Strong organizational skills, ability to plan and problem solve
- Effective interpersonal skills, tact and multicultural sensitivity
- Ability to work with minimum supervision and work well in a team setting
- Strong computer skills

To apply, please submit a cover letter and your resume to cpineda@cacb.ca