

Position Title: Accreditation Program Coordinator

Position Type: Full-time

Location: Ottawa/Downtown

Position reports to: Director, Programs & Operations

About the Canadian Architectural Certification Board (CACB)

Since 1976, the CACB has been the first point of contact for graduates from professional programs in architecture in Canada and abroad, who plan to become licensed architects in Canada.

CACB is a non-for-profit organization that:

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

CACB fosters excellence in architectural education to achieve the highest standard of architecture and architectural services for all Canadians

Position Summary

If you are someone with experience in program coordination, evaluating programs against standards for certification and accreditation processes, and has strong research and interpersonal skills and a solid understanding of academia and higher education in Canada, this could be the role for you.

Reporting to the CACB Director, Programs and Operations, the Accreditation Program Coordinator is responsible for (1) coordinating all operations of the Accreditation Program; (2) ensuring program targets are met and coordinates all requirements that support the strategic direction of the program; and (3) ensuring that the Program is current with the evolution of national and international programs of professional education in architecture.

1. Essential Functions and Responsibilities

1) Coordinating all operations of the Accreditation program. This includes, but is not limited to:

- *Identifying Visiting Team Chairs and Members*

- *Communicating with Architecture School Program Heads*
- *Reviewing Accreditation Program Reports (APR)*
- *Educating Visiting Teams about Accreditation Program and Procedures*
- *Coordinate Visiting Team site visits and support the Committee during its deliberations.*
- *Proactively identifying program risks and developing plans to mitigate risks;*
- *Providing regularly scheduled progress updates to the Director.*
- *Preparing and disseminating required information to appropriate parties in acceptable formats;*
- *Liaising with the CACB members in both official languages of Canada, as needed in matters of certification;*
- *Acting as a liaison with Architecture Schools and Visiting Team Members in all matters of accreditation.*

2) Ensuring that the Accreditation Program is meeting the goals and strategic directions of the Program. This includes, but is not limited to:

- *Anticipating program needs and prepare proposals for the Director of Programs & Operations and/or Executive Director/Registrar for sourcing and contracting external resources;*
- *Assisting the Director of Programs & Operations and the Executive Director to research and assemble information required by the CACB members;*
- *Updating and maintaining the accreditation database;*
- *Maintaining and updating the appropriate areas of the CACB website;*
- *Drafting proposals, reports, policies and press releases;*
- *Assisting the Director of Programs & Operations in managing the Accreditation Program.*

3) Ensuring that the Program is current with the evolution of national and international programs of professional education in architecture. This includes but is not limited to:

- *Revising and drafting Standards updates;*
- *Linking standards with existing best practices;*
- *Conducting research of international architectural education systems;*
- *Maintaining database of educational systems, schools and programs;*
- *Monitoring trends and changes in international architectural educations;*
- *Informing the Registrar of new trends in international architectural education.*

4) Performing other related duties as required.

- *Some travel might be required.*

2. Education and Knowledge

Education: *Minimum Bachelor's Degree. Degree in Architecture is advantageous, but not mandatory.*

Experience:

- *University-based architectural education or other professional education;*
- *Experience with evaluation processes;*
- *Familiar with education course design;*
- *Research experience;*
- *Working with and supporting the work of volunteer professionals;*
- *Program management experience;*
- *Some experience in writing funding proposals and negotiating with funding agencies would be an asset.*

To Apply

*If you feel this is the right position for you, you meet the qualifications, and you are excited about working in a client-focused environment, please send us your resume and a cover letter. Our email is careers@tapstrategyandhr.com. The subject line of your email should **quote the reference number TS-AS5541**.*

While we would like to respond to all applicants, only those who are to be considered further will be contacted. tap Strategy & HR Consulting is leading this search on behalf of the CACB – please do not contact the CACB directly.

The Canadian Architectural Certification Board respects employment equity and values diversity and inclusion. If you require accessibility accommodation during this process – please let us know and we will work with you to make sure your needs are met.

**Details provided during the pre-screening process*

Reference ID: TS-AS5541