

Career Opportunity

The College of Dental Hygienists of Ontario (CDHO) is seeking a **Coordinator, Professional Programs**. If you have a strong background in administrative support, enjoy providing exceptional customer service, and are motivated by work that directly benefits Ontarians, we'd love to hear from you.

ABOUT CDHO

We are the regulatory body for Registered Dental Hygienists (RDHs) in Ontario. CDHO is not a school or an organization that advocates on behalf of RDHs. CDHO regulates and protects the public by:

- setting the requirements for becoming an RDH so that only qualified individuals are allowed to practise and use the title "Registered Dental Hygienist";
- maintaining an up-to-date feature on its website, known as the public register, to help clients check if their Dental Hygienist is registered and in good standing;
- developing and enforcing standards and guidance for practice;
- running a Quality Assurance Program that helps RDHs keep their knowledge and skills up to date; and
- receiving and investigating complaints about RDHs and taking disciplinary action when necessary.

POSITION PACKAGE

- Salary range: \$62,000 – \$66,000
- Employer RRSP contributions
- Competitive vacation entitlement
- Personal and sick hours
- Paid time off between Boxing Day and New Year's Day
- Comprehensive extended health benefits that include dental and vision coverage
- Monthly wellness allowance

POSITION OVERVIEW

The **Coordinator, Professional Programs** provides collaborative administrative support to CDHO's professional programs (Registration, Quality Assurance and Professional Conduct). In this role, you will have the opportunity to rotate among these areas and gain insight into all CDHO departments.

KEY RESPONSIBILITIES

- Respond to email and phone enquiries from applicants and registrants in a timely and appropriate manner.
- Mail and email correspondence, including generating mailing lists as well as other documentation from CDHO's database.
- Coordinate and assist with regular audits of program practices.
- Review and maintain database and electronic files to ensure accuracy and completeness of information.
- Prepare and assist with Committee meetings and other meetings as required. This includes scheduling, booking facilities, catering, minute taking, preparing agendas, preparing resource material, and other duties as required.
- Performing other administrative duties and special projects as assigned.
- Reception backup as required.

QUALIFICATIONS

Education/Experience

- College Diploma in business practices or paralegal and basic office process knowledge, minute-taking, and meeting coordination.
- Minimum two years' experience working in an office environment in an administrative support position.
- Experience working in a health professional regulatory college is an asset.

Knowledge and Skills

- Strong computer and keyboarding skills. Advanced knowledge of MS Office Suite.
- Superb communication and client service skills, with the ability to influence and gain cooperation.
- Sound judgment and problem-solving skills.
- Strong drafting and letter-writing skills with proficiency in English.
- Time management and superior organizational skills.
- General knowledge of the role of a health profession regulatory college.
- Ability to keep up to date technically and apply new knowledge to your responsibilities.
- Bilingualism French/English is an asset.

DIRECT REPORTS

- None

WORK ENVIRONMENT

- Full-time, hybrid role that consists of remote work and in-office attendance as required.
- Be fully vaccinated against COVID-19 pursuant to the Government of Canada’s guidelines; OR have a valid *Human Rights Code*-based exemption from COVID-19 vaccination and provide sufficient documents establishing the exemption.
- Occasional requirement for out-of-regular-hour attendance at meetings or functions.

APPLICATION PROCESS

If you’re interested, please submit your resume and cover letter via email to careers@cdho.org by **Friday, March 20, 2026**.

CDHO welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all candidates for applying, however, only candidates being considered will be contacted.