



Registered Practical Nurses
Association of Ontario

The Registered Practical Nurses Association of Ontario

Position Title: Coordinator, Program & Events

Reports To: Chief, Nursing Practice & Research

The Association

WeRPN is a not-for-profit member-based professional association founded in 1958. We are the voice of registered practical nursing in Ontario where over 65,000 RPNs play a vital role in the province's health care system. WeRPN's role is to provide advocacy and member services in support of a quality health care system and the appropriate utilization of RPNs within that system. Learn more at www.werpn.com

The Position Summary

The Coordinator, Program & Events plays a central role in planning, coordinating, and executing programs, educational initiatives, and major organizational events. This role supports member engagement, program logistics, program participant management, and smooth delivery of events such as the Annual General Meeting (AGM), Research Symposiums, webinars, and workshops. The ideal candidate thrives in a fast-paced environment, enjoys building relationships, and brings a high level of professionalism and attention to detail.

This is a new position.

Duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES

Program Administration & Participant Support

- Coordinate participants involved in WeRPN initiative programs.
 - Manage exam preparation workshops and related administrative processes.
 - Track participant access to exam preparation providers and support reconciliation activities with Finance department.
 - Maintain the Exam/Career database with accurate and current records.
 - Coordinate 1:1 support request with the Professional Practice Team.
 - Organize eLearning course cohorts (e.g., Infection Control, New Graduate Leadership Education).
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Event Planning & Coordination

- Lead coordination and logistics for major annual conferences, including the Annual General Meeting (AGM) and Research Symposiums; and additional events such as stakeholder meetings, job fairs, and organizational functions as required.
 - Establish event timelines and target dates in consultation with committees or designated leads.
 - Source venues, manage vendor relationships, and present recommendations for approval.
 - Chair event planning meetings and coordinate cross-functional event tasks.
 - Track budgets and collaborate with Finance department to ensure alignment with financial parameters.
 - Manage event registration platforms and respond to registration inquiries.
 - Prepare event presentations, schedules, and materials for internal and external stakeholders.
 - Collect event metrics and prepare post-event evaluation reports.
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Workshops, Webinars & Educational Initiatives

- Coordinate monthly Education and Research webinars, including registration, scheduling, and evaluation reporting.
 - Support the Professional Practice Team in the delivery of various workshops, ensuring complete logistics management, including budgets, scheduling, and vendor coordination.
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Stakeholder & Academic Institution Relations

- Maintain and update stakeholder lists for presentations and engagement activities.
 - Coordinate college presentations each semester and maintain strong academic partnerships.
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Communications, Marketing & Sponsorship Support

- Collaborate with Marketing & Communications to promote programs and events.
 - Support social media alignment, sponsorship outreach, and distribution of promotional assets.
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Awards Management Program Coordination

- Support annual timelines for awards and grants including Nursing Now Awards, WeRPN Awards of Excellence, Education Trust Fund, and Research Grants.
 - Serve as lead administrator for awards/grants platforms and troubleshoot system issues.
 - Monitor nomination progress, adjudicator assignments, and results reporting.
 - Coordinate website updates in partnership with Marketing & Communications.
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Government Relations & Advocacy Support

- Assist with planning and delivery of advocacy events such as Queen's Park Day.
 - Support the Chief Strategy Officer as needed.
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Others

- Engage in growing and maintaining a positive, supportive and collaborative professional culture throughout organization
 - Fostering an inclusive work environment, that supports diversity equity and inclusion
 - Works in a safe manner; Follows policies and procedures; Other duties as assigned
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QUALIFICATIONS

Education & Credentials

- Postsecondary education in Event Management, Business Administration, Communications, or a related field.
- Additional certification in project management or event planning is an asset.

Experience

- 2–4 years of experience coordinating programs, events, or educational initiatives.
- Experience working with databases, registration systems, or CRM platforms.
- Background in non-profit, healthcare, professional associations, or academic environments is an asset.
- Experience coordinating webinars, workshops, or virtual learning environments.

Skills & Competencies

- Strong organizational and project-management skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills.
- Proficiency with MS Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with event platforms, registration systems, and virtual meeting tools (e.g., Zoom, Teams).
- Ability to build and maintain strong relationships with stakeholders, vendors, and internal teams.
- Strong attention to detail and accuracy in data management and reporting.
- Ability to work independently and collaboratively in a fast-paced environment.

Other Requirements

- Occasional travel within Ontario for events and stakeholder engagement.
- Availability for occasional evenings or weekends during peak event periods.

Why Join WeRPN?

- Support meaningful work impacting nurses across Ontario
- Collaborative, inclusive, and mission-driven environment
- Opportunities to contribute to major events, education programs, and advocacy
- Work that grows your skills in program coordination, event management, and stakeholder engagement

Job Type: Full-time (37.5 hours/week)

Location: Mississauga, ON

Start Date: As soon as possible

Application Deadline: March 20, 2026

To apply: Please send your resume and cover letter (saved as one PDF document) to jobs@werpn.com.

We thank you for your interest in working for WeRPN.
Only candidates selected for an interview will be contacted.

Accommodation is available on request for candidates taking part in all aspects of the selection process
in accordance with the *Accessibility for Ontarians with Disabilities Act*.

All personal information is collected under the authority of the Freedom of Information and Protection
of Privacy Act.