



CIPH is currently looking to hire for a 6-month contract position: Program Manager

Available Immediately

Job Description

CIPH (Canadian Institute of Plumbing and Heating: www.ciph.com) is seeking a Program Manager for a 6-month contract position (to cover a leave of absence) to manage and oversee several key committees and programs within the associations including:

- Education and Training Council
- Industry Career Awareness Committee
- Online Job Board
- Affinity Programs

In this role you will act as staff support to volunteer committee members to plan and execute programs and events relative to training, industry awareness, and expand CIPH's affinity programs. You will coordinate and attend committee meetings, prepare and distribute meeting documentation and minutes, facilitate webinars/meetings through Go To Webinar/Zoom.

Requirements/Skills

- Proficient in MS Office and social media applications
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Problem-solving and Multi-tasking abilities
- Team player with demonstrated attention to detail
- Interpersonal skills, and positive outlook
- Goal-oriented, having initiative and a willingness to take responsibility
- Post-secondary education in related field
- 5+ years working in a Not-for-Profit Association with volunteers
- Salary Range: \$48,000 - \$52,000 Annually

Please forward resume and cover letter to Ralph Suppa at r.suppa@ciph.com

About CIPH

Founded in Montreal in 1933, the CIPH is a not-for-profit trade association that is committed to providing members with the tools for success in today's competitive environment. More than 280 companies are members of this influential Canadian industry association. CIPH membership includes manufacturers, wholesaler distributors, master distributors, manufacturers' agents, and allied companies within the plumbing & heating industry. Our mission is to promote the responsible growth and prosperity of members: manufacturers, wholesaler distributors, manufacturers' agents and associates in the plumbing, heating, hydronics, industrial PVF, waterworks and water systems industry in Canada. To learn more, visit www.ciph.com.