



CAREER OPPORTUNITY: Hearings and Remediation Coordinator (18-month Contract)

About Us

The College of Veterinarians of Ontario regulates the delivery of veterinary medicine in Ontario. All veterinarians who practice in Ontario must be licensed by the College. In serving the public interest, the College seeks to understand the risks involved in the practice of veterinary medicine and collaborates with partners to develop solutions which reduce the potential for harm to animals and people.

Working at CVO

This is a full-time, contract position, covering parental leave that offers a comprehensive rewards package, and a collaborative, hybrid working environment. Our office is located in Guelph, Ontario and is accessible by public transit.

If you are a collaborative individual looking to gain experience within a non-profit, regulatory organization, we want to meet you!

About the Role

We are seeking an enthusiastic individual to join our team as Hearings and Remediation Coordinator. As Hearings and Remediation Coordinator, you will administer and provide administrative support to the College's hearings process and provide oversight to the parties in order to complete discipline orders and undertakings. Other duties of this role include:

- Coordinating all aspects of the scheduling of hearings and pre-hearing conferences.
- Assisting the Discipline Committee Chair as needed, including in the panel selection process and the preparation of reports to Council.
- Providing administrative support to the hearings process.
- Tracking costs related to hearings and discipline functions.
- Coordinating the publication of hearings summaries.
- Tracking key performance indicators for discipline and remediation processes.
- Providing case management to all discipline orders and undertakings.
- Liaising with Homewood Health to seek health assessments and monitor health of veterinarians under monitoring agreements.
- Maintaining an up-to-date tracking system for all discipline and remediation cases.
- Reviewing and providing recommendations for any necessary updates to communication materials to support all individuals involved in the hearings and remediation processes.
- Providing compassionate customer service to all stakeholders involved in the hearings and remediation processes.

- Providing administrative support and research to assist the Director, Investigations & Hearings.

Skills

- Demonstrated accuracy and consistency in detail-oriented work
- Exceptional customer service skills with the ability to build strong relationships and use appropriate discretion when required
- Strong process orientation with the ability to follow and enhance established workflows
- Proactive work ethic, exercising sound judgment and initiative in day-to-day responsibilities
- Proven ability to multitask and prioritize effectively in alignment with organizational needs
- Skilled at managing time and workload in fast-paced environments with shifting priorities
- Proficiency with the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Experience working within cloud-based database systems considered an asset

Education and Experience

- Diploma or certificate in law, legal systems, business administration or equivalent is considered an asset
- Minimum three years of administrative experience in a professional setting requiring exceptional customer service
- Experience or knowledge about working in a regulatory environment is considered an asset

Salary Range

\$72,000 - \$92,000

To Apply

Please apply by email with your cover letter and resume by July 29th, 2026, to careers@cvo.org.

We thank all applicants for their interest in working at CVO. However, we will only contact those meeting the qualifications for an interview.

CVO appreciates the value that diversity brings to how we serve our mandate. We are committed to ensuring an inclusive work environment, including a hiring process that supports equity and accessibility for people from all backgrounds and abilities. For assistance or accommodations at any stage of the recruitment process, you are encouraged to contact lrankin@cvo.org

AI Disclosure

Artificial intelligence (AI) technology may be used in the initial review of applications for this position. Human review will follow before any selection interview or decisions are finalized.