



**Job Posting:
Deputy Registrar**

Position hours: 20 hours/month

Term: April 2026 to October 2026 with possibility of extension

Salary: Starting at \$36.19/hour

POSITION SUMMARY

The College of Dietitians of Prince Edward Island (CDPEI) is seeking a Deputy Registrar. The Deputy Registrar supports the Registrar and is responsible for assisting the Registrar with regulatory responsibilities, general communications and other duties.

RESPONSIBILITIES:

- Assisting in identifying and developing CDPEI Policy and Procedures
- Applying relevant organization policies and other duties as assigned to support CDPEI operations i.e. Jurisprudence Training, Liability Insurance, etc.
- Assisting with duties as delegated by the Registrar in the implementation of requirements as defined by the Prince Edward Island Regulated Health Professionals Act and the Dietitians Regulations
- Reviewing and categorizing communication and information request made to the CDPEI
- Supporting the Registrar with application requests and inquiries
- Attending CDPEI council meetings
- Other duties as required

QUALIFICATIONS

- A Registered Dietitian in good standing with the College of Dietitians of Prince Edward Island
- Minimum of two years of work experience in the field of Dietetics
- Experience working on a council, considered an asset
- Experience providing nutritional care services in direct client care settings, considered an asset
- Self-directed and a team player
- Strong computer skills including word processing and spreadsheets
- Demonstrated familiarity with the Prince Edward Island Regulated Health Professionals Act and the Dietitians Regulations
- Experience with website maintenance
- Demonstrated leadership ability, strong oral and written communication skills; effective interpersonal and organizational skills; ability to work in both a team-based environment and independently

CDPEI encourages all qualified individuals who identify as part of an equity deserving group to apply. We are committed to an inclusive, barrier-free, and equitable recruitment process and workplace.

Please submit a letter of application detailing relevant experience and skills, and a current resume by email to:

The College of Dietitians of PEI Registrar, Carolyn Knox at registrar@peidietitians.ca and President, Katelin Cambell at kicampbell@ihis.org

Closing date: April 3, 2026 at 4:00 PM.