



The Shock Trauma Air Rescue Society (STARS) is a charitable non-profit organization that provides a safe, rapid, highly specialized emergency medical transport system for critically ill and injured patients.

STARS is a well recognized leader in critical patient care, rapid transportation, and emergency medical training and education. We have a unique model of community, corporate and government support that has led to an exemplary record of excellence in patient care and continuous innovation.

STARS has flown more than 22,000 missions across Alberta and eastern British Columbia since 1985 from bases in Calgary, Edmonton and Grande Prairie. In 2011 STARS began responding to emergencies in Manitoba from a new base located in Winnipeg, and in 2012 STARS will begin providing services in Saskatchewan from bases in Regina and Saskatoon.

Corporate Compliance Analyst – Term Position

The Corporate Compliance Analyst is a six (6) month term position designed to assist with organizational compliance framework, board assurance processes, and policy frameworks for the STARS organization.

Outstanding candidates for this role are illustrate expertise in the areas of Compliance & Assurance and Privacy. Your past or present roles have provided you with ample experience assisting with the overall Compliance and Privacy framework(s) of your organization. This experience includes adherence with all applicable legislative compliance, internal policies and procedures for an organization, and organizational adherence with external agreements as well assistance with the development of an organizational Compliance Register and aiding in Compliance and Privacy policy development. Your previous experience also includes participation in the management of all aspects of the freedom of information and protection of privacy, privacy complaints and information requests and the development of a privacy compliance and education program.

You are exceptionally organized and have a high regard for accuracy and attention to detail. You consider yourself a confident, independent worker with a demonstrated ability to work effectively with short deadlines.

You have three (3) to five (5) years experience as a paralegal or Legal Assistant in a Corporate Secretary's Department, law firm or in-house legal environment. As Paralegal or Legal Assistant Diploma graduate at a College level, proven advanced computer skills and above average written and verbal communication skills you consider yourself an excellent applicant for this role. You are available to travel and work inside and outside of core business hours.

To explore this opportunity further please submit your résumé to resumesab@stars.ca. Close Date May 30th 2012.