



## Job Posting

### About the CFPC

Representing more than 39,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

**Our Mission:** Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

**Our Vision:** Leading family medicine. Improving lives.

**Our Values:** Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

### We are recruiting for a Certification and Assessment Project Coordinator

<b>Posting #:</b>	<b>2021-01</b>
<b>Department:</b>	Certification and Assessment
<b>Division:</b>	Academic Family Medicine
<b>Reports to:</b>	Manager, Assessment Design, Development and Production
<b>Classification:</b>	Support Staff
<b>Status:</b>	Contract
<b>Job Family:</b>	Professional/ Knowledge Worker
<b>*FTE:</b>	1.0
<b>Level:</b>	4

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## Summary:

Certification and Assessment Project Coordinator will work closely under the direction of Manager, Assessment Design, Development and Production and Director, Certification and Examinations. Working in a team environment, the Certification and Assessment Project Coordinator will provide support and coordination for various projects in the Certification and Assessment portfolio, with an emphasis on those related to assessment objectives (including the Assessment Objectives Sub-Committee), and assessment review (including the Program Assessment Review and Examination Blueprint Taskforce).

## Main Responsibilities

Essential Duties include:

### Content development:

- Organize and coordinate priority topic and key feature review and development
- Produce and disseminate priority topic validation surveys and response analysis
- Coordinate the production, translation, and distribution of content
- Organize and implement communication and promotion strategies, including maintenance of print and web content

### Committee support:

- Recommend new members and maintain membership
- Support, organize and coordinate committee and stakeholder meetings
- Prepare agendas, background documents, summaries, and progress reports
- Plan, coordinate and communicate the work and assignments

### Project coordination:

- Support manager in financial planning and tracking
- Prepare presentation materials, progress reports and summary documents
- Coordinate research, evaluation, and quality improvement elements
- Coordinate and maintain adequate project documentation, files, and data

Related duties:

- Ensure effective and professional communications with all internal/external contacts
- Develop and maintain collaborative relationships at all levels of the organization
- Work in accordance with all CFPC policies, procedures and processes, and all applicable legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours aligned with the CFPC Values
- Demonstrate competencies aligned with the CFPC Competency Framework
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC
- Participate on special projects as required
- Participate on internal staff committees or working groups as required
- Assist with the onboarding of new team members as required
- Support the team and collaborate with colleagues to ensure department needs are met including absence coverage and cross-training as required

## Requirements:

- University degree or equivalent experience
- Minimum of 3-5 years of experience in an administrative or project coordination role
- Working knowledge of education, assessment, and pedagogy is a strong asset
- Strong organizational skills, ability to multi-task, balance multiple demands and priorities
- Detail oriented with good task and time management skills
- Advanced computer skills and knowledge of MS office (Outlook, Word, Excel, PowerPoint), content management systems, survey software and database management
- Enthusiastic team player with the ability to work independently as well as part of a team
- Strong interpersonal skills include a positive attitude and high degree of professionalism when interacting with staff, candidates, members, and external stakeholders
- Ability to exercise discretion and judgement in sensitive matters
- Knowledge of the Canadian health care system is an asset
- Verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French is an asset

## Working Conditions:

- Open-concept office environment
- 8:00 a.m. – 4:00 p.m. or 8:30 a.m. – 4:30 p.m. or 9:00 a.m. – 5:00 p.m. Monday to Friday

**If you share our passion, and are committed to living our CFPC Values**

**please submit a cover letter and your résumé referencing the posting# 2021-01 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by February 3, 2021**

*The CFPC is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.*

*We thank all those who apply but only those selected for further consideration will be contacted.*

*\*Full-Time Equivalent*



