



Job Posting

About the CFPC

Representing more than 40,000 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 an Administrative Coordinator - Research

Posting #:	2022-02
Department:	Research
Division:	Academic Family Medicine
Reports to:	Manager, Research
Classification:	Support Staff
Status:	Permanent Full-Time
Job Family:	Associate/Team Member
Full Time Equivalent:	1.0
Bilingual (English/French):	No
Pay Grade:	4
Starting Salary:	\$49,344.28

Summary

This position provides administrative and project coordination support to the director and the manager. This position also provides administrative and coordination support to the team to assist with various tasks

and activities under the Research portfolio.

Main Responsibilities

Essential Duties

- Project coordination of various project within the Research Department, including projects with partner organization and external stakeholders
- Project coordination includes scheduling meetings, drafting agendas, attending meetings, and preparing minutes as well as following up on all action items and deliverables
- Ensure follow-through on actions and deliverables and communicate to the project team to keep the project on time and on task
- Monitor the general Research email inbox and responding to inquiries
- General administrative tasks including, photocopying, courier, mailings, etc.
- Prepare, edit, and format letters, reports, reimbursement forms and presentations, using Microsoft Office (Word, Excel, and PowerPoint)
- Respond to general phone and email inquiries in a timely fashion
- Coordinate and schedule conferences, meetings, and conference calls, as required
- Provide meeting support for department and committee meetings (reserve space and AV equipment, prepare and distribute meeting materials and documents, greet guests, maintain online committee workspaces, minute taking, prepare name tags and reimbursement forms, etc.)
- Maintain and regularly update contact information databases and project/meeting calendars
- Record and maintain department expenses
- Coordinate translation of documents
- Coordinate travel arrangements, prepare and process expense claims
- Maintain inventories and arrange the ordering of supplies and other materials
- Assist in the packing and shipping of items for FMF, NAPCRG and other conferences
- Provide administrative support to the Director (Research)
- Manage the director's calendar and schedules
- Respond to emails on behalf of the Director
- Prepare the schedule for FMF activities for the team

Requirements

- College Diploma in relevant discipline
- Experience in a university, research or hospital setting
- Minimum 5 years professional office experience
- Experience in coordination projects with multiple external stakeholders
- Experience working in a member-based, professional and/or healthcare organization preferred
- Advanced skills in MS Office Suite (Excel, Word, Outlook, PowerPoint)
- Experience with Microsoft SharePoint preferred
- Intermediate level of knowledge of research principles, methodology, analysis and reporting
- Excellent Interpersonal skills
- Time management skills
- Accuracy skills
- Ability to be a team player and work independently

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

please submit a cover letter and your résumé referencing the posting# 2022-02 to: careers@cfpc.ca by January 25, 2022

The CFPC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity or expression. 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.