



## 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 Associate Scientific Editor - Humanities

<b>Posting #:</b>	<b>2021-53</b>
<b>Department:</b>	<b>Canadian Family Physician</b>
<b>Division:</b>	<b>Member and External Relations</b>
<b>Reports to:</b>	<b>Scientific Editor</b>
<b>Classification:</b>	<b>Support Staff</b>
<b>Status:</b>	<b>Permanent</b>
<b>Job Family:</b>	<b>Professional/Knowledge Worker</b>
<b>*FTE:</b>	<b>0.2</b>
<b>Level:</b>	<b>MD1</b>

---

## Summary:

The Canadian Family Physician (CFP) Associate Scientific Editor – Humanities assists the CFP Scientific Editor in reviewing manuscripts, recruiting authors, managing the Art of Family Medicine and Third Rail sections of the journal.

## Responsibilities:

Essential Duties include:

- Manage “Art of Family Medicine” and “Third Rail” sections of *Canadian Family Physician*
- Manage the CFP Blog space and contributions
- Record podcasts for “Art of Family Medicine” and “Third Rail” sections of CFP
- Review articles submitted by authors for suitability for publication
- Propose topics for CFP “Art of Family Medicine”, “Third Rail” and blogs and recruit authors to write them
- Source cover images
- Represent the journal at medical and medical publishing events
- Attend face-to-face Editorial Advisory Board (EAB) meetings (once per year) and participate in teleconferences (as needed) and contribute to the ongoing discussions and deliberations of the group
- Participate in the editorial direction of the journal in consultation with the Scientific Editor, the EAB and the editorial group

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:

- A medical degree, membership in the CFPC and a CCFP designation
- Minimum 6 years related experience
- Academic qualifications or equivalent experience in fields related to education and/or communication

- A background in research, epidemiology, or other medical fields
- Experience as an author or reviewer of articles in the medical literature
- Ability to work independently and as a member of a team
- Familiarity with MS Office (Outlook, Word, Excel, PowerPoint)
- Verbal and written communication skills, with ability to express ideas and opinions clearly and effectively; French is an asset

#### Working Conditions:

- Open-concept office environment
- This is a part-time position, equivalent to one day per week during core office hours of 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
- Travel to annual Family Medicine Forum (FMF) as required

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

**please submit a cover letter and your résumé referencing the posting# 2021-53 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by September 30, 2021**

Important Note: On April 9, 2021, our Executive Team approved our interim relocation guidelines and advised that while we are in Phase 1 of our Return to Office pandemic plan, all employees will continue to work remotely. We are in the process of examining our future New Way of Working model, including the possibility of a fully remote or hybrid remote workplace. Until that decision has been made, and otherwise communicated, our head office continues to be 2630 Skymark Avenue in Mississauga, Ontario. Except for identified senior-level positions, all new employees and internal employees who apply for new positions will be expected to commute to our office in Mississauga at their own expense if required to do so.

*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*

