



## 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 Education Department Coordinator

<b>Posting #:</b>	<b>2021-63</b>
<b>Department:</b>	<b>Education</b>
<b>Division:</b>	<b>Academic Family Medicine</b>
<b>Reports to:</b>	<b>Manager, Education</b>
<b>Classification:</b>	<b>Support Staff</b>
<b>Status:</b>	<b>Contract</b>
<b>Job Family:</b>	<b>Professional Knowledge Worker</b>
<b>*FTE:</b>	<b>1.0</b>
<b>Level:</b>	<b>4</b>

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## Summary:

This position operates as the coordinator for multiple projects and activities of the Education Department.

## Responsibilities:

Essential duties include:

Administrative Coordination:

- Provide administrative support to the Education Director, Education Manager, and Education Evaluation & Research Unit Manager (draft/prepare correspondence, handle travel arrangements, organize meeting materials, maintain individual calendars, maintain contact lists, prepare and file expenses)
- Provide administrative support to Education Project Management Leads in their committee and project work, including to organize, implement and disseminate products developed for members
- Manage tracking and reporting of departmental budget, escalating issues to Manager as needed
- Coordinate Team meetings including develop agenda, record minutes, track, and follow-up on action items
- Receive and distribute department mail, and ship items as needed via courier or mail

Project Coordination:

- Lead the Education award review process, including recruiting committee members, following award timelines, leading committee meetings, follow-through on actions, and follow-up with the Honours & Awards department
- Coordinate the Education Stakeholder groups, including scheduling meetings, preparing agendas, attending meetings, working with the group's Chair, following up on action items and deliverables, supporting the groups' annual meetings at FMF
- Coordinate projects within the department, including with partner organizations and external stakeholders (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

Event & Meeting Planning:

- Coordinate and schedule conferences, meetings, and conference calls, as required
- Coordinate logistics for Family Medicine Forum (preparing schedules, arranging Director's meetings, assembling materials for various meetings, formatting slide presentations, coordinating with Operations to ensure all materials/supplies are ordered, preparing and boxing materials to be shipped)
- Lead all logistical and planning aspects for the Education department's representation at provincial, national and international conferences (track all ongoing deadlines and keep the department apprised, arrange all travel, liaise with the conference organizers for all logistical needs, ship materials and booth items)
- Suggest, investigate, source and design promotional items. Work with Communications and Operations departments to develop the item from the initial idea, to having the item in hand.
- Organize and maintain inventory of all Education promotional materials and supplies, anticipating need to replenish stock and liaising with Operations Department

Communications & Committee Support:

- Lead administrative aspects of committee meetings (work closely with Conferences and Events department to book space, catering, and AV; create all meeting materials; assist members)
- Be the first point-of-contact for CFPC Members to the Education Department (email and phone inquiries) and redirecting to other departments as necessary
- Support major committees such as the Section of Residents and Section of Teachers (maintaining contact lists, managing online collaborative sites, providing meeting support, drafting and sending member correspondence, aiding in the development of the agenda including layout in collaborative workspace, linking documents to agenda items and tracking items that need to be added to the next meeting)
- Draft, edit and format PowerPoint presentations, letters, emails and workshop documents
- Update and maintain the Education Department information on the CFPC website and intranet
- Use the membership database to verify member info and retrieve member reports
- Collaborate with external partners, contractors and stakeholders as it pertains to the work of the Education department
- Collaborate with other administrators within the division to identify best practices, efficiencies and common processes

#### 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 with all applicable legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours aligned with the CFPC Values
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC
- Participate in the development and/or execution of special projects as required
- Participate on internal staff committees or working groups as required
- Assist with the training of new team members as required
- Support the team and collaborate with colleagues to ensure departmental needs are met including absence coverage and cross-training as required

Demonstrate competencies aligned with the CFPC Competency Framework

#### Requirements:

- Bachelor's degree
- Project management certificate an asset
- Minimum 5 years of experience working in a professional office role
- Experience in a university, hospital or large membership organization setting
- Experience in coordinating projects with multiple external stakeholders
- Experience working in a member-based organization is an asset
- Intermediate to advanced understanding of education and academia
- Proficient computer skills with MS Office – particularly Word, Outlook, Excel, and PowerPoint. Experience with SharePoint, Google docs/drive and online platforms using HTML an asset. Adept at learning new technologies.
- Self-starter with ability to problem solve, prioritize and work independently with excellent judgement skills to escalate issues as needed
- Experience with event and/or meeting planning and logistics
- Experience managing complex schedules and calendars
- Proven attention to detail with an eye for accuracy
- Demonstrated excellent organizational and time management skills

- Minute-taking skills
- Outstanding collaborative team-player including the ability to work independently when required
- Excellent 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
- Flexible to work occasional overtime if requested at peak times or for weekend meeting support
- Travel to annual Family Medicine Forum

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

please submit a cover letter and your résumé referencing the posting# 2021-63 to: [careers@cfpc.ca](mailto:careers@cfpc.ca)

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*

