



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 a Production Coordinator and Graphic/Layout Designer

Posting #:	2021-60
Department:	Canadian Family Physician
Division:	Member and External Relations
Reports to:	Manager, Production
Classification:	Support Staff
Status:	Permanent
Job Family:	Professional/Knowledge Worker
*FTE:	1.0
Level:	3

Summary:

The role is responsible for the preparation and handling of pre-press files for the imposition and production of *CFP*; assists with proofreading and coordinating internal proofreading; coordinating production of online and digital editions of the journal; collaborating with internal and external translators and coordinating the translation/proofreading of *CFP* articles. The role is responsible for designing Classified ads as well as laying

out all the full French articles monthly and seeing these through the production process to completion. Additionally, the role is responsible for working with Highwire to produce the online version of *CFP*.

Responsibilities:

Essential Duties include:

- Assists with preparing and tracking electronic pre-press files for the printing of *CFP*
- Assists with tracking and coordinating ad materials for printing; oversees proofing process
- Assists in the preparation, submission, and quality control of electronic files
- Coordinates with the editorial department to track timely transfer of files for current issue
- Liaise with external and internal translators to coordinate and manage translation, editing/proofing of all French-language content of the journal
- Performs quality control checks, maintains production records, and tracks all print materials through the production process
- Proofreads all Journal content for print and online issues, and coordinates files for final stage of internal proofreading
- Transposes French proofreader's corrections into documents, and verifies corrections input by Creative & Production Services before final upload for print
- Produce layout of French articles for CFP based on English templates (full French articles only) and input corrections to the same
- Responsible for making final corrections to CFP files uploaded to web portal for print
- Modify monthly covers to produce 3 digital editions (collections) of eCFP and prepare digital editions using iPaper content management system
- Prepares landing page for email blast for digital editions using Highwire File Manager system
- Remediation of pdfs for CFP to meet AODA standards
- Produces final pdfs and ancillary files for upload to Highwire for online issue.
- Sends list of corrections and revised files to Highwire for online issue.
- Classified Section in CFP: Produce final layout of classified ad pages
- Design display ads for Classified Ads section and coordinate with Advertising Coordinator for customer's approval
- Produce final layout of classified ad pages, input corrections and generate print pdfs
- Lend support to Creative Team Services when required in consultation with CFP Production Manager
- Prepare courier packages as required (invoices for Advertising Coordinator, proofs to printer)
- Acts as back-up to the Production Manager when necessary
- Keep abreast of AODA efficiency process
- Liaise with external vendors as required
- Participate in department meetings and functions

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:

- College diploma in Print Publishing, Graphic Design or Graphic Arts
- Minimum 3 years of experience in a print production/publishing environment and graphic design
- AODA certification and/or .pdf remediation experience
- Thorough knowledge of print and digital production and proofing systems
- Excellent proofreading skills and exceptional attention to detail
- Superior project management and organizational skills
- Proficient computer skills, including Microsoft Office applications, and Adobe Creative Suite (including InDesign, InCopy, Illustrator, Dreamweaver, and Acrobat Professional)
- Intermediate layout and design skills using InDesign software
- Strong conceptualization skills with regards to new creative
- Technical background/experience an asset
- Deadline-driven with the ability to work under pressure
- Ability to work efficiently and effectively, both independently, and as a member of a team
- 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
- Flexibility to work after hours occasionally if needed to meet production deadlines

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

please submit a cover letter and your résumé referencing the posting# 2021-60 to: 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*

