



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 FMF Special Events Coordinator

Posting #:	2021-49
Department:	Conferences and Events
Division:	Corporate Services
Reports to:	Manager, Meetings and Events
Classification:	Support Staff
Status:	Contract
Job Family:	Professional / Knowledge Worker
*FTE:	1.0
Level:	4

Summary:

This role is responsible for the planning, management, and oversight of a broad spectrum of tasks for FMF and the CFPC including but not limited to, special events, networking opportunities, food and beverage planning, internal and external stakeholder meetings.

Responsibilities:

Essential duties include:

Family Medicine Forum (FMF)

Work with the Manager, Meetings and Events, the Director, Conferences and Events and the Events and Travel Coordinator in the overall planning, development, oversight and execution of all meetings and events that take place during FMF including but not limited to:

- CFPC Board of Directors including special dinners/events
- Chapter Meetings and Symposium
- Past Presidents Breakfast
- Section of Researchers Dinner
- Celebrating Family Medicine Teaching Excellence Dinner
- Awards Gala
- Student and Resident Social
- FMF Celebration
- Convocation
- Project management and oversight of special events that happen throughout FMF
- Lead and coordinate planning meetings with many internal stakeholder groups
- Strategize overall concepts and monitor industry trends to continually evolve these events
- Create memorable and meaningful event and networking experiences for our members
- Responsible for building and maintaining positive relationships with suppliers and vendors
- Lead and contribute to special event and networking discussions at FMFC and FMFWG
- Take on a managerial oversight role for all aspects of these events leading up to and onsite
- Lead and guide onsite suppliers, AV techs, emcees, chairs, hosts, VIPs, Board members et
- Negotiate space, venues, and supplier contracts, secure and obtain excellent value for CFPC
- Review and include important contract terms and follow the CFPC CRF review procedures
- Utilize a risk management approach to contracts to ensure CFPC threats are minimized
- Oversee event budgets and manage costs on behalf of FMF and various CFPC departments
- Use solid guiding principles and excellent judgement to maintain cost effective events
- Responsible for all food and beverage for meetings, events and the overall FMF program
- Responsible for Banquet Event Orders (BEOs), event function sheets, production schedules
- Review data and analytics from event attendees and find solutions for various dietary needs
- Provide accurate event logistical reports to management and other internal departments
- Update and maintain event documents (line-ups, critical paths, schedule of events, etc.)
- Develop floor plans, overall layouts, overall concepts, décor, timing, and flow for events
- Liaise with other departments and stakeholders for planning purposes
- Chair / Co-chair event planning meetings in conjunction with Events and Travel Coordinator
- Create comprehensive PowerPoint presentation outlining planning options for large events
- Lead and advise groups on event recommendations, consult with full committees as needed
- Onsite for full execution of conference, supporting all team members and suppliers
- Work with C+E Team to coordinate high profile appearances and enhancements for FMF
- Create marketing strategies for FMF Special Events
- Provide website updates for FMF special events to the Marketing Lead

- Thoroughly review feedback and host post event debriefs to seek continual improvement

CFPC External Meetings and Events

- Coordinate and work with the Manager, Meetings and Events, the Director, Conferences and Events, the Events and Travel Coordinator, Executive Office, CFPC committee coordinators and other staff in the development of the overall planning and logistics for external meetings and events across Canada, including but not limited to:
 - CFPC Board of Directors including special dinners/events
 - CFPC Annual Forum
 - Chapter Symposium
 - Other CFPC external meetings as assigned
- Strategize, plan, and advise internal and external stakeholder groups for event development
- Initiative and good judgment is required to minimize risk and maximize return on investment
- Source, RFP, compile, negotiate, and provide cost estimates to Exec and committee coordinators
- Analyze quotes, negotiate best value, review contracts, create CRF, and contract oversight
- Assist committee coordinators with deposits and remaining planning details when necessary
- Work closely with décor and entertainment suppliers to create unique and memorable events
- Oversee the set-up of onsite and offsite meetings and events as required
- Provide onsite/offsite support for meetings and events as required
- Work with internal and external stakeholders to coordinate all external meetings as assigned

CFPC Internal Meetings and Events

- Internal meetings back up as required
- Contribute to team effort in large resets as needed

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 education (2-year certificate or 3-year diploma) in a related field
- Minimum of 4 years of experience in planning and executing large events
- Certified Meeting Professional (CMP) or Certified Special Events Professional (CSEP)
- Training in meeting management and / or event planning is relevant and important
- On the job training is essential due to the complexity of collaboration with various stakeholders
- Active member of a relevant event planners association, as required
- Food Handling Certification is required / can be obtained upon joining CFPC
- Financial management skills

- Strong negotiation skills
- Proficiency in Microsoft Office software (Word, Excel, and PowerPoint)
- Demonstrated ability to learn new software applications
- Excellent interpersonal skills
- Excellent proven organizational and project management skills
- Ability to self-direct and work independently, meet tight deadlines on time and on budget
- Able to maintain composure under pressure in a fast-paced environment
- Strong attention to detail
- An enthusiastic team player who is keen to learn new skills
- Excellent verbal and written communication skills to express ideas 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.
- Travel to site visits and offsite events when required
- Travel is required during FMF, including extended working hours

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

please submit a cover letter and your résumé referencing the posting # 2021-49 to: careers@cfpc.ca by September 15, 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*

