



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 Accessible Document Specialist

Posting #:	2022-01
Department:	Communications
Division:	Member and External Relations
Reports to:	Manager, Creative and Production Services
Classification:	Support Staff
Status:	Contract (9 months)
Job Family:	Professional/Knowledge Worker
Full Time Equivalent:	1.0
Bilingual (English/French):	No
Pay Grade:	5
Starting Salary:	\$53,024.92

Summary

The Province of Ontario requires compliance with the Accessibility for Ontarians with Disabilities Act (AODA). As part of the CFPC's compliance efforts, CFPC requires that all available PDF documents be

reviewed and, where necessary, revised to meet AODA compliancy. This position is responsible for the preparation and handling of pre-press files to deliver AODA compliant PDFs for web publishing. This role supports all CFPC departments, committees and sections, and ensures consistent and accurate remediation of all PDFs in both official languages.

Main Responsibilities

Essential Duties

- Triage the remediation of final .PDF documents through the comteam@cfpc.ca e-mail
- Trouble shoot and verify AODA compliancy before final resource .pdfs are released for publishing
- Perform final Quality Control Checks on all web resource PDFs using known software to verify 100% compliancy using Acrobat Pro, PAC3.0 and/or equivalent software
- Troubleshoot with manager and project lead on assigned projects to verify files are created to ISO and AODA standards
- Liaise with the CFPC French Language Services team for bilingual document remediation
- Proofreading and file preparation using InDesign, InCopy, Word and PowerPoint Presentation documents, when assigned
- Maintain established filing system and time-tracking for all assigned projects
- Note errors and solutions to efficiencies within each program to ensure the procedures documents is up to date, as-needed basis
- Keep abreast of AODA efficiency updates and process to share with the team
- Actively participate in the Creative Services and Communications Dept. meetings
- Liaise with external vendors as required

Requirements

- College or University Diploma in Graphic Design and Web Publishing or equivalent experience is an asset
- Accessible Documentation Specialist Certification (or in progress)
- Extensive .PDF remediation experience
- Minimum 1 year experience in a print and web publishing environment
- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Adobe Creative Suite (InDesign, Illustrator, Photoshop, InCopy, Adobe Acrobat Professional)
- Knowledge of layout and design using different platforms is as asset
- Proofreading skills
- Attention to detail
- Ability to work within established timelines
- Ability to work well under pressure

Working Conditions

- Flexibility to work overtime at peak times may be 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 # 2022-01 o: 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.