



## JOB OPPORTUNITY

### About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 46,000 members across the country. The CFPC establishes the standards for and accredits postgraduate family medicine training in Canada's 18 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

**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.

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<b>Position Title:</b>	<b>Meetings and Events Assistant</b>
<b>Vacancy#:</b>	<b>2025-19</b>
<b>Department:</b>	<b>Conference and Events</b>
<b>Division:</b>	<b>Corporate Services</b>
<b>Reports to:</b>	<b>Manager, Meetings and Events</b>
<b>Classification:</b>	<b>Individual Contributor</b>
<b>Status:</b>	<b>Contract Full Time</b>
<b>Term of Contract:</b>	<b>January 2027</b>
<b>Full Time Equivalent:</b>	<b>1.0</b>
<b>Salary Range:</b>	<b>Min\$56,322.72 Mid\$70,403.28 Max\$84,484.08</b>

### Summary

The Meetings and Events Assistant will support the Manager of Events and the Meetings and Events Coordinators in planning, organizing, and executing events on behalf of College of Family Physicians (CFPC). The role's key accountabilities include doing research, assisting with logistics, and assisting with onsite execution. The Meeting and Events Assistant will also support the team with administrative tasks, track event details, and help maintain accurate records and reports for post-event evaluations.

### Main Responsibilities include but are not limited to:

#### Essential Duties

##### Vendor, Supplier, and Entertainment Research

- Research and evaluate potential vendors, venues, suppliers, and entertainment options to support events
- Source and compare options for catering, audio-visual services, decor, and entertainment, ensuring quality and cost-effectiveness while aligning with event goals and CFPC standards

### **Administrative and Operational Support**

- Provide essential administrative support to the Meetings and Events team by processing invoices, contracts, drafting and distributing meeting agendas and minutes
- Maintain organized records and documentation and assist with general office and event-related tasks to ensure the smooth and efficient delivery of all programs

### **Meeting and Event On-Site Support**

- Assist with the overall planning and execution of meetings and events
- Support on-site event delivery by managing registration numbers, responding to participant inquiries, preparing supplies, and ensuring timelines are met.
- Support the successful delivery of events and meetings by providing hands-on assistance during onsite programs. Responsibilities include setting up event spaces, coordinating with vendors and venue staff, managing registration and attendee flow, troubleshooting logistical issues in real time, and ensuring welcoming experience for all participants

### **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 Event Management, Hospitality or Travel and Tourism
- 1 year of experience in event management, hospitality, travel and tourism, preferred.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in French, is an asset.
- Intermediate knowledge of meetings management, event planning, logistics of planning.
- Intermediate knowledge of Microsoft suite including 365 Collaboration Tools.
- Advanced ability to maintain composure under pressure, to remain calm in challenging situations, to be flexible, to balance multiple priorities and to meet deadlines.
- Advanced communication and interpersonal skills.
- Core Competencies: Continuous improvement, customer orientation, courage, stress tolerance, communication, collaborating, work standard, adaptability.

### Working Conditions

- Occasional weekends or evenings may be required for onsite or offsite monitoring of meetings and events including FMF < 10%
- Some travel <10% including both in and out-of-town.

This role is based in Mississauga and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time. In accordance with our Hiring Policy, at this time we are only considering applicants who live in the Greater Toronto Area. Our current hours of operation are Monday to Friday 8am to 5pm Eastern Time.

**There's a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada (CFPC).**

**If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the vacancy# 2025-19 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by August 13, 2025.**

**We thank all those who apply for this opportunity. Only external applicants selected for further consideration will be contacted.**

*The CFPC is committed to equity, diversity, and inclusion in the workplace, and actively promotes a safe, healthy, and respectful work environment. Our hiring practices have been designed to ensure that applicants are protected from discrimination, human rights are respected, and individual needs are accommodated. We welcome and encourage applications from all qualified candidates regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.*

*Throughout the recruitment and selection process, please advise Human Resources if you require any accommodation(s).*