



## JOB OPPORTUNITY

### About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 45,000 members across the country. The College establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

The CFPC provides high-quality services, supports family medicine teaching and research, and advocates on behalf of the specialty of family medicine, family physicians, and the patients they serve.

**Our Vision:** Leading family medicine. Improving lives.

**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 Values:** Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

**Our Goals:**

1. Advancing Family Medicine
2. One Unified Voice
3. Transforming the CFPC

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<b>Position Title:</b>	<b>Corporate Services and Foundation Assistant</b>
<b>Vacancy#:</b>	<b>2025-26</b>
<b>Department:</b>	<b>Corporate Services Administration</b>
<b>Division:</b>	<b>Corporate Services</b>
<b>Reports to:</b>	<b>Executive Director, Corporate Services</b>
<b>Classification:</b>	<b>Individual Contributor</b>
<b>Status:</b>	<b>Contract Full Time</b>
<b>Term of Contract:</b>	<b>12 months</b>
<b>Full Time Equivalent:</b>	<b>1.0</b>
<b>Bilingual (English/French):</b>	<b>No</b>
<b>Salary:</b>	<b>\$60,523.92 - \$75,654.96</b>

### Summary

The Corporate Services and Foundation Assistant provides administrative support to the Executive Director, Corporate Services (ED, CS). This position will be responsible for the administrative and governance components of The Foundation for the Advancement of Family Medicine (FAFM), providing administrative support to the ED, CS through minuting meetings, calendar management and report writing/editorial review as well as administrative support to the Directors of Human Resources (HR) and Finance and Asset Management (FAM) on an as needed basis.

## Main responsibilities include but are not limited to:

### Essential Duties

- **Administrative and coordinative support to the Board of Directors and Nominating Committee:**
  - Perform administrative and communication-related tasks pertaining to the FAFM Board and FAFM Nominating Committee
  - Notify members and relevant staff of upcoming meetings, scheduling meetings
  - Work with ED, CS to prepare and distribute agendas and meeting materials (this includes drafting backgrounders with the motions on various initiatives)
  - Attend FAFM and CFPC meetings and take minutes, follow through on action items, maintain motion records and relevant documentation
  - Maintain/contribute to the revision of governance materials (Board orientation kit, Terms of Reference, etc.), making travel arrangements/hotel bookings, etc.
- **Policies and Contracts creation/review/update:**
  - Support of the creation/review/update of FAFM policies and secure Board approval where required.
  - Work with the legal services department to draft/update contracts with vendors and agreements with donors.
- **Calendar Management:**
  - Manage the ED, CS's calendar including setting up routine meetings as directed (Corporate Services Senior Advisory Team (CSSAT), Corporate Services Management Team (CSMT), 1:1s, Touchpoints, Corporate Services (CS) Division
- **Administrative Support:**
  - Provide administrative support to the ED, CS and, to a lesser extent, the Directors of FAM and HR

### Related Duties:

- Ensure effective and professional communications with all internal and/or external contacts
- Develop and maintain collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided
- Work in accordance with all CFPC policies, procedures and processes with all applicable legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviors aligned with the CFPC Values in Action
- 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 training of new team members as required
- Participate with the onboarding 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

## Requirements

- College Diploma in Nonprofit management, Business, Communications, or a related field.
- Certificate in Fundamentals of the T3010 and Transparency for Canadian Charities Course would be an asset
- 3 years experience in nonprofit, fundraising or development role.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
- Intermediate knowledge of Microsoft Suite and collaboration tools.
- Intermediate ability to ensure compliance with charitable regulations and reporting requirements.
- Advanced ability to express ideas and opinions.
- Advanced relationship management skills.
- Intermediate ability to develop outreach strategies to engage the public and potential donors.
- Intermediate ability to support board meetings by preparing agendas and minutes
- Core Competencies: Continuous improvement, customer orientation, courage, stress tolerance, communication, collaborating, work standard, adaptability. Further details [here](#).

## Working Conditions

- Flexibility to work extended hours occasionally to meet deadlines.
- Some travel (<10% of the time), including both in and out-of-town. Limited travel for Family Medicine Forum (FMF - Toronto).

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# 2025-26 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by 28 November 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).*