



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 Editorial Coordinator

Posting #:	2021-64
Department:	Communications
Division:	Member and External Relations
Reports to:	Manager, Communications
Classification:	Support Staff
Status:	Permanent
Job Family:	Professional Knowledge Worker
*FTE:	1.0
Level:	5

Summary:

As a member of the Communications team, the Editorial Coordinator will work closely with all departments, committees, and sections of the College to plan and produce effective communications in various media and take a lead role in writing and editing a variety of CFPC communications. The Editorial Coordinator will coordinate the work of the Writer/Editor to support web communications, video productions, publications, media relations, and other College materials.

Responsibilities:

Essential duties include:

- Support all College departments, committees and sections in the writing and editing of reports, announcements, policy papers and other written communications
- Oversee editorial, copyright and publishing policies
- Coordinate the activities of the Writer/Editor in producing quality College communications
- Write and edit materials for publication in print and online
- Assign ISBNs as required and maintain related files
- Support the planning and promotion of Family Medicine Forum (FMF)
- Coordinate video and webinar communications including planning content; drafting messaging; creating storyboards; conducting video interviews as required; working with Multimedia Manager to source visuals for video elements and assist with production details; coordinating the dissemination and promotion of videos (e.g., CEO video blog)
- Manage editorial projects: clarify editorial needs with project owners; prioritize, schedule, and monitor projects; liaise with graphics and translation teams

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 with all applicable legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours aligned with the CFPC Values
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC
- Participate in the development and/or execution of special projects as required
- Participate on internal staff committees or working groups as required
- Assist with the training 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
- Demonstrate competencies aligned with the CFPC Competency Framework

Requirements

- Undergraduate degree in journalism or communications
- Minimum of 3 years related working experience
- Certification from the Editor's Association of Canada or working towards certification
- Proven ability to write effective copy for various media and audiences (print, web, video, social media)
- A demonstrated high level of English language grammar, proofreading, and copy-editing skills
- Computer skills and knowledge of MS Office
- Proven project management skills
- Outstanding attention to detail
- Ability to coordinate multiple projects for multiple stakeholders in a deadline-oriented environment; excellent time management skills with the ability to effectively prioritize work
- Must be a self-starter with the ability to work independently as well as an effective collaborative team-player
- Familiarity working with a style guide and visual identity guidelines

- Some knowledge of creating documents for Accessibility of Ontarians with Disabilities Act (AODA) is an asset
- High level of diplomacy required when acting as a publishing and editing consultant with members of other departments
- Knowledge of InCopy is an asset
- Verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French language 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 the annual Family Medicine Forum held each fall 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# 2021-64 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*

