

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

Position Title:	Excellence in Team-Based Care Project Manager
Vacancy#:	2026-16
Department:	Health Policy and Government Relations
Division:	Member and External Relations
Reports to:	Director, Health Policy and Government Relations
Direct Reports:	No
Classification:	Individual Contributor
Status:	Contract Full-Time
Term of Contract:	2 Years
Full Time Equivalent:	1.0
Salary:	\$94,437.84 to \$118,046.88

Summary

The Project Manager oversees and supports all the actions required for the successful conceptualization and successful execution of the Excellence in Teams-Based Care project. The project aims to create a Working Group of experts in interprofessional care, identify successful examples of team-based care across Canada, and summarize enablers of this success for replication.

Main responsibilities include but are not limited to:

Monitoring, and communicating all aspects of the project to relevant partners, including liaising with the Focus on Family Medicine Task Force

The Project Manager will track the progress of individual tasks against the established work breakdown structure, acting both as an information conduit and an individual contributor performing some of the tasks. This will include:

- Liaising with members of Working Group for information and suggestions
- Establishing metrics for defining excellence in team-based care
- Collecting available information from high-performing practices and collating it into summaries for review/publication
- Alignment of success criteria with College of Family Physicians of Canada (CFPC)'s strategic priorities
- Communication with selected Best Practice Teams to obtain information on their functioning, summarizing these
- Researching existing government support systems available for team-based practices and applying these
- Ongoing interaction with members of Focus on Family Medicine Task Force to ascertain how best practices align with priorities/positions of the Task Force members and their joint work

Research and partner consultation, collation of results into summaries and documents for publication

Throughout the project there will be key information generated, such as:

- Examples of best practices in team-based care
- Government programs that enable these
- Grassroots approaches that enable these successes
- Evidence on the benefits achieved through the work of these practices
- The structural requirements of achieving these good results – practice team makeup, practice organizations, scheduling strategies, patient communications, etc.
- The Project Manager will be responsible for capturing these and compiling these in a concise, shareable way as the final outcome of the project

Project oversight including task, timeline and budget tracking and reporting

The Project Manager will keep track of key tasks on the Project Plan and ensure their timely completion by offering reminders and schedule adjustments based on the project progress.

- The Project plan will be updated regularly to ensure that the timeline is realistic and corresponds to current state of task progress, while maintaining the focus on meeting the ultimate goals of the project-by-project duration's end
- The Project Manager will provide regular updates (both through updates and online meetings) to key project partners to ensure overall awareness of the current status of the project and upcoming milestones

Planning and scheduling of project activities including creation of a project plan and sequencing of all project activities

The Project Manager will review the high-level project objective and create a detailed project plan including:

- Work breakdown structure detailing individual tasks and their interdependencies
- Approximate scheduling for key project timelines, meetings, deliverables and reports
- Project financial requirements in alignment with available project budget

- Establishment of internal project communications – frequency and detail level of updates and feedback from key partners
- Strengths, Weakness, Opportunities and Threats analysis of the project

Facilitation of Working Group activities including meeting support, offline communication and logistics/planning for project related travel

The project will be supported by a Working Group of expertise in team-based practices, recruited from the CFPC's network. The Working Group will have regular meetings and will feed information into key decisions such as selection of practices to use as examples, identifying key metrics, assessing enablers of success and ways to summarize and communicate these enablers. The Project Manager will be responsible for ensuring information flow to and from the Working Group members, setting up meetings, sharing document for input and ensuring follow-up to action items. The Working Group will require some support for in-person meetings (3-4 during the project's timeline) as well as in-person site visits to the selected team-based practices. The Project Manager will be responsible for the logistics of these meetings and visits, including travel, accommodation, reimbursement processing, agenda creation, minutes and action item follow-up.

General management duties

- Develop, provide input, and/or implement Policies and Procedures.

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

- Bachelor's degree in Business, Project Management, Health-related studies, Policy/Politics, or Sciences required.
- Project Management Certificate required only if Project Management was not a part of the bachelor's degree; otherwise, preferred.
- Minimum of five (5) years of relevant experience required.
- Project Management Professional (PMP) designation preferred.
- Advanced knowledge of the Canadian health care system, project management methodologies, process improvement, and health data collection, synthesis, and analysis.
- Intermediate knowledge of health policy across Canadian jurisdictions.
- Strong planning and prioritization skills.

- Ability to build and maintain effective working relationships with key interest holders.
- Strong collaboration, facilitation, and influencing skills.
- Ability to work effectively with all levels of staff and external partners.
- 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.
- Related competencies: business acumen, customer focus, courage, positive approach, communication, building partnerships, influencing, building talent, inspiring others, driving for results, and facilitating change.

Working Conditions

- Some travel (<10% of time) required for occasional site visits to family practices across Canada; in-person meetings held at the Mississauga office.

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 8 a.m. to 5 p.m. Eastern Time.

There is 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 # 2026-16 to: careers@cfpc.ca by July 5th, 2026.

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.

The CFPC is dedicated to advocating for improvements in the health care of Indigenous people. You can read our [Indigenous Health Working Group \(IHWG\) action plan](#) and learn more about what we are doing around cultural safety and reconciliation.

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