



Job Posting

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 42,000 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.

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 Honours and Awards Program Coordinator

Posting #:	2022-42
Department:	Foundation for Advancing Family Medicine
Division:	Foundation for Advancing Family Medicine
Reports to:	Manager, Honours and Awards Program
Classification:	Support Staff
Status:	Permanent
Job Family:	Professional/Knowledge Worker
Full Time Equivalent:	1.0
Bilingual (English/French):	No
Salary Range:	\$58,119.00 - \$87,000.00

Summary

This position is responsible for working with the Honours & Awards Program Manager to deliver the annual program and manage approx. 600+ stakeholders.

Main Responsibilities

Essential Duties

Stakeholder Management

- Collaborate with H&A Manager to manage 600+ stakeholders including applicants, recipients, FAFM Marketing & Comms, chapters, medical universities, and Committees
- Collaborate with FAFM Marketing & Comms and CFPC departments for promotion, adjudication, notification & recognizing recipients at FMF or other award presentations throughout the year
- Track and report on completed projects funded through the H&A Program, work with FAFM Marketing & Comms to highlight these projects through various mediums
- Serving as first point of contact for applicants, recipients, nominators, and reviewers of the program
- Schedule and minute meetings of the Honours & Awards Committee, Major Awards Committee and other meetings as needed
- Assist FAFM's Development Specialist with the production of fundraising materials or donor reports featuring the H&A Program or recipients
- Develop/Update ad-hoc communications to stakeholders and work with FAFM's marketing & communication for proofing, translation and distribution of content through various mediums

Program Coordination

- Support the implementation of changes to the H&A Program offerings, policies, processes and reporting structure as defined through the approved revision framework
- Maintain accurate program documentation and critical lists, including but not limited to, recipients and projects, grant reporting requirements, final deliverables, and payment tracking details
- Coordinate the update of certificate templates in both languages. Insert approved recipient names, print and arrange for delivery to various locations. Coordinate with Tempo Framing the order and delivery of frames to Chapters, FMF events, other award events as needed
- Collaborate with FAFM Marketing & Comms for updates to FAFM websites H&A pages (deadline dates, new awards, changes to criteria, recipient/project highlights/blogs)
- Coordinate the process of FMF award recipient & committee reimbursement payments

Submittable (online tool)

- Maintain operation of the online application, review, reporting and tracking system, Submittable
- Update deadline dates, forms, and triggers for each annual cycle Develop new forms and workflow in submittable when opportunities are added to the H&A Program
- Track recipients and funding of projects through the tool
- Key contact for staff coordinators & committee reviewers administering the adjudication processes through the system, and completing various stages of review
- Develop & format reports, including but not limited to, ranking reports with reviewer scores and comments, applicant and recipient demographics, and disbursement of funding
- Work with external Submittable help desk for any technical errors and resolve glitches

Requirements

- Bachelor's Degree in Business Administration or other related field
- 3 years' related experience
- Advanced knowledge of MS Office Suite (Word, Excel, PowerPoint, Outlook, Teams)
- Advanced interpersonal and customer service skills
- Advanced organizational and administrative skills
- Ability to meet changing deadlines and attention to detail
- Ability to work independently and as a team player

Working Conditions

- Some travel (< 10% of the time), including both in and out-of-town
- 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
- Required to lift boxes up to 30lbs

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. On February 17, 2022, the Executive Team announced the decision to explore becoming a fully remote, and nationally distributed organization. We are aiming for February 2023 as the date to finalize a decision in this regard. There is much work to be done, including the assessment of which roles, if any, require in person attendance going forward. In the interim, staff work remotely (or work in our office in Mississauga). Attendance in the office and at offsite meetings is voluntary during the pandemic, although there may be policies and/or procedures that require regular in-person attendance introduced in the coming weeks. Unless otherwise identified, 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.

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 posting# 2022-42 to: careers@cfpc.ca by August 26, 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.

CFPC employees are making a difference for the College's more than 42,000 members, their patients and to the health care system—ultimately family, friends, and neighbours.

The CFPC does this by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship, which is core to the profession.