

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:	Office Coordinator - Executive and Governance Operations
Vacancy#:	2026-14
Department:	Office of the Chief Executive Officer
Division:	Office of the Chief Executive Officer
Direct Reports:	No
Reports to:	Executive Director, Office of the Chief Executive Officer
Classification:	Individual Contributor
Status:	Permanent Full Time
Full Time Equivalent:	1.0
Bilingual (English/French): Yes/No	No
Salary:	\$ 71,872.80 - \$ 89,840.64

Summary

The Office Coordinator - Executive and Governance Operations provides high-level coordination, administrative, and operational support to the Executive Director, Office of the Chief Executive Officer (ED, OCEO), while also supporting the Corporate Secretary and Organizational Governance Manager ensuring effective governance, committee coordination, and executive processes of the College of Family Physicians of Canada (CFPC). This role is a central enabling function within the executive office, ensuring strong coordination across governance bodies, executive priorities, and organizational processes. The incumbent works in a highly confidential environment, exercises sound judgment, and manages complex, interrelated workflows involving the Board, executive leadership, committees, and

senior staff. The position requires a strong understanding of governance processes, excellent organizational and communication skills, and the ability to manage competing priorities with professionalism and discretion.

Main Responsibilities include but are not limited to:

- **Essential Duties**

Executive Office Coordination (Primary support to ED, OCEO):

- Provide day-to-day coordination and administrative support to the ED, OCEO, including calendar management, meeting coordination, document preparation, and follow-up on action items
- Coordinate executive-level meetings (e.g., ad hoc working groups, senior leadership briefings), including agenda logistics, materials compilation, distribution, and records management
- Track priorities, deadlines, and deliverables across the ED, OCEO portfolio, ensuring timely follow-up and alignment across stakeholders
- Support executive communications, including drafting routine correspondence, preparing briefing materials, and coordinating inputs from across the organization.

Governance & Corporate Secretariat Support:

- Coordinate governance-related meetings, including Board, committee, task force, and advisory body meetings, ensuring logistical readiness and adherence to established governance processes
- Assist with preparation, organization, and distribution of governance materials (agendas, briefing notes, reports, minutes, decision records) on the Board platform solution
- Support maintenance of governance documentation, including terms of reference, committee membership lists, decision logs, calendars, and records in accordance with corporate and legal requirements
- Track governance actions, resolutions, and follow-ups, ensuring clarity and timely completion
- Support onboarding and offboarding of Board and committee members by coordinating materials, access, and administrative requirements
- Assist with coordination of governance workplans, cycles, and key milestones (e.g., annual calendars, reporting timelines).

Coordination, Planning & Process Support:

- Serve as a coordination hub across the executive office and governance functions, ensuring alignment of schedules, materials, and priorities
- Support planning and execution of major governance and executive initiatives (e.g., strategic planning, governance modernization projects, board effectiveness activities)
- Contribute to the development and improvement of administrative and coordination processes to enhance efficiency, clarity, and consistency
- Maintain shared tracking tools, calendars, and repositories to support transparency and continuity across roles.

Confidentiality, Judgment & Professional Standards:

- Handle sensitive and confidential information with discretion and professionalism
 - Exercise sound judgment in managing competing priorities, escalating issues as appropriate
 - Demonstrate a strong understanding of professional boundaries within a governance and executive environment.
- **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 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
 - Participate with the onboarding of new team members as required

Requirements

- College Diploma in Office Administration, Business Administration, Public Administration, Governance, or related field is required.
- 3 years of relevant experience is required.
- Training in Governance, Project Coordination, or Executive Administration is preferred.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
- Advanced knowledge on Meetings Management
- Advanced knowledge on Microsoft Suite
- Advanced knowledge on Microsoft 365 Collaboration Tools (Teams)
- Advanced knowledge on Governance
- Advanced knowledge on Calendar Management
- Advanced knowledge on Minute-taking
- Intermediate knowledge in Business Acumen
- Core Competencies: Continuous improvement, customer orientation, courage, stress tolerance, communication, collaborating, work standard, adaptability. Further details [here](#).

Working Conditions

- Occasional evening/weekend work as needed.
- Some travel (less than 10% of the time).

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 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# 2026-14 to: careers@cfpc.ca by May 25, 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. Click [here](#) to access 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).