



## JOB OPPORTUNITY

### About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 46,000 members across the country. The CFPC 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.

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<b>Position Title:</b>	<b>AFM Project Management Lead</b>
<b>Vacancy#:</b>	<b>2025-09</b>
<b>Department:</b>	<b>Academic Family Medicine Administration and Accreditation</b>
<b>Division:</b>	<b>Academic Family Medicine</b>
<b>Reports to:</b>	<b>Manager, AFM Administration and Accreditation</b>
<b>Classification:</b>	<b>Individual Contributor</b>
<b>Status:</b>	<b>Permanent Full Time</b>
<b>Full Time Equivalent:</b>	<b>1.0</b>
<b>Salary Range:</b>	<b>Min.\$84,072.00 Mid.\$ 105,090 Max.\$126,107.76</b>

### Summary

The AFM Project Management Lead works alongside the other Project Management Lead(s) and under the direction of the AFM Executive Director and AFM Manager to ensure effective and successful planning, management, and organization of division projects (currently the Educational Action Plan which is a national multi-year-and-stream quality improvement initiative). The AFM Project Management Lead will work collaboratively with internal and external project team members, CFPC service departments, various Committees and member groups, and partner organizations. The AFM Project Management Lead will have advanced project management skills and experience and will be required to develop and scope project and budget plans, create knowledge products, develop, and enact multiple project methodologies, technologies and techniques, organize and deliver hybrid meetings, focus groups, interviews and retreats/summits, and support human resource administration including project consultants.

**Main responsibilities include but are not limited to:**

## **Essential Duties:**

**Project Development and Management:** Manage major AFM Projects (e.g., Educational Action Plan (EAP)) operational development, planning and execution:

- Develop, maintain, and monitor project operations including workplans, schedules, budgets, actions and decisions.
- Draft statements of work, prepare and execute contracts, and oversee the communication and meetings with, and deliverables of project consultants.
- Collaborate on the development and maintenance of budget proposals.
- Research, synthesize and interpret pertinent information, data, and literature to inform the project.
- Plan, participate in, document and action internal and external project meetings with team members, stakeholders, and/or consultants.
- Design, create, maintain, and summarize findings from data-gathering and consultation activities (e.g., focus groups, expert panel interviews, surveys).
- Manage and maintain adequate project documentation, files and data.

## **Partner Engagement and Communication**

- Acts as a liaison to build and advance effective relationships for project deliverables, and to develop and manage project communications with other departments, divisions, and external partners.
- Manage and plan retreats and summits in virtual, face-to-face and hybrid formats end-to-end ranging in size from 10-400 participants.
- Act as lead support for identified groups and projects to advance the intercollegiate strategic work of partner Colleges, Chapters, and departments of family medicine for core family medicine training and enhanced skills.
- Manage and ensure participatory, consultative and scholarly approaches at and through meetings, presentations, retreats, summits and conferences.

## **Knowledge Product Development and Knowledge Translation**

- Draft and enact timely knowledge translation plans, program evaluation, literature reviews and dissemination strategies.
- Develop various mixed-media knowledge products in collaboration with the project team and service departments including but not limited to presentations, web content, briefing notes, proposals, evidence summaries, reports, and videos.
- Engage, promote, and represent the AFM Administration Division on college-wide policy projects and as part of a cross- functional team supporting AFM departments.
- Promote use and awareness of virtual engagement strategies and enhancement of content using new and existing platforms.

## **Committee and Working Group Management**

Manage the overall function of project committees and related working groups including:

- Develop Terms of Reference.

- Recruit and maintain membership.
- Build trusted relationships and maintain open dialogue to ensure project deliverables Manage meeting preparation activities.
- Prepare agendas, background documents, summaries, minutes, progress reports, presentations.
- Plan, manage and communicate the work and assignments of the committee(s) and working group(s).
- Establish timelines and compile, edit and track iterative content development within deadlines.

**Administrative Management: Manage core administrative and strategic functions:**

- Provide administrative guidance and management for cross-cutting functions of the AFM Department in service to its six departments, including but not limited to human resources, performance management, team building, and staff recognition policies, procedures, and processes.
- With support and oversight from the Manager, AFM, direct the day-to-day project administrative tasks of the AFM Department Coordinator.
- Create, plan, organize, and maintain Board reporting requirements and expectations of the AFM Department in service to its six departments.
- Develop and manage work plans, schedules, budgets, contracts, actions, and decisions with and for internal team members, contractors, and external partners for Family Medicine Forum (FMF) and other major medical education conferences (e.g., ICAM, ICRE, SRPC).
- Collaborate with directors and other managers within the division to define, develop, and implement best practices, operational efficiencies, and common processes, and overcome procedural challenges.
- Research, synthesize, and interpret pertinent information, data, and literature to inform administrative effectiveness and efficiency.
- Serve as division support, champion, and subject matter expert on internal committees and special projects.

**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

- Master's degree in education or in a related field
  - 5 years of related experience.
  - PMP or Project Management Certification preferred.
  - 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.
  - Advanced knowledge of Project Management methodologies.
  - Intermediate Canadian health care system
  - Advanced level of ability to communicate with diverse audiences, to work independently, to be a team player, to use sound judgment and to support change management.
  - Advanced organization, project management, prioritization and interpersonal skills.
- Core Competencies: Continuous improvement, customer orientation, courage, stress tolerance, communication, collaborating, influencing, work standard, facilitating change.

### Working Conditions

- Occasional weekend or evening committee meetings.
- Approximately 7 times per year (14 days total) of face-to-face activities, including staff huddles, committee meetings, retreats, summits, and conferences.
- Lifting and packing boxes up to 20 pounds 2 to 3 times per year.

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. 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# 2025-09 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by April 11<sup>th</sup>, 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).*