



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 Administrative Coordinator- Research

Posting #:	2022-56
Department:	Research
Division:	Academic Family Medicine
Reports to:	Manager, Research
Classification:	Support Staff
Status:	Full Time-Permanent
Job Family:	Associate/Team Member
Full Time Equivalent:	1.0
Bilingual (English/French):	No
Salary Range:	Min. \$50,331.17 Mid. \$62,913.96 Max. \$75,496.75

Summary

This position provides administrative and project coordination support to the director and the manager. This position also provides administrative and coordination support to the team to assist with various tasks and activities under the Research portfolio.

Main Responsibilities

- Project coordination of various project within the Research Department, including projects with partner organization and external stakeholders
- Project coordination includes scheduling meetings, drafting agendas, attending meetings, and preparing minutes as well as following up on all action items and deliverables
- Ensure follow-through on actions and deliverables and communicate to the project team to keep the project on time and on task
- Monitor the general Research email inbox and responding to inquiries
- General administrative tasks including, photocopying, courier, mailings, etc.
- Prepare, edit, and format letters, reports, reimbursement forms and presentations, using Microsoft Office (Word, Excel, and PowerPoint)
- Respond to general phone and email inquiries in a timely fashion
- Coordinate and schedule conferences, meetings, and conference calls, as required
- Provide meeting support for department and committee meetings (reserve space and AV equipment, prepare and distribute meeting materials and documents, greet guests, maintain online committee workspaces, minute taking, prepare name tags and reimbursement forms, etc.)
- Maintain and regularly update contact information databases and project/meeting calendars
- Record and maintain department expenses
- Coordinate translation of documents
- Coordinate travel arrangements, prepare and process expense claims
- Maintain inventories and arrange the ordering of supplies and other materials
- Assist in the packing, shipping of items for FMF, NAPCRG, and other conferences
- Provide administrative support to the Director (Research)
- Manage the director's calendar and schedules
- Respond to emails on behalf of the Director
- Prepare the schedule for FMF activities for the team

Requirements

- College Diploma, required
- 5 years of professional office experience in a university or hospital setting, in coordination projects with multiple external stakeholders required.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English
- Advanced Microsoft Office, required.
- Intermediate Research principles, methodology, analysis, and reporting, required.
- Interpersonal, diplomatic, organizational and time management skills, required.
- Ability to meet deadlines, work independently as well as a team player, required.

Working Conditions

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 September 22, 2022, our Executive Team announced that we will move towards becoming a hybrid nationally distributed (pan-Canadian) organization. By "hybrid" we mean that we will work and meet remotely for our routine tasks and will make efforts to connect in person when the work/discussion warrants in person interaction. We also recognize that to maintain culture, teams, and cohesive working environment, we will need to come together for purposeful in person discussions. When we come together in person, we may do so through the permanent space we hold or through partners' space.

There is much work to be done and specifics to be ironed out, but we are moving towards being a nationally distributed (pan-Canadian) organization with hubs distributed across the country and unified by strong branding. Work style follows function, with staff benefitting from flexibility that is informed by the nature of their roles/tasks and is rooted in options and dependent on the need of the work and business unit leads. This would be embedded in policies and principles.

While we examine implications (using a framework) for various teams across the organization, staff will continue to work remotely (or work in our office in Mississauga). In person attendance in the office and at offsite meetings remains voluntary, 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# 2022-56 to: careers@cfpc.ca by December 1st, 2022.

The CFPC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous peoples, 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.