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 a Section of Researchers Project Management Lead

Posting #: 2022-45
Department: Research
Division: Academic Family Medicine
Reports to: Manager, Research
Classification: Support Staff
Status: Permanent
Job Family: Professional/Knowledge Worker
Full Time Equivalent: 1.0
Bilingual (English/French): No
Salary Range: $62,967.00 - $94,451.33

Summary

This position operates as the coordinator of all Section of Researcher’s (SOR) activities, including SOR Council, Executive, sub-committees and working groups. In addition to coordinating multiple committees, the SOR Coordinator is responsible for supporting and ensuring the success of projects and activities that stem from their work. The SOR Coordinator contributes broadly to Research Department teamwork,
guides part time project staff, and assists with preparation of presentations, posters, and meetings.

**Main Responsibilities**

**Essential Duties**

Oversee day-to-day activities of the Section of Researchers

- Coordinate all activities for the following committees, including scheduling, organizing, attending and taking minutes for committee meetings; communicating and managing relationships with committee members; and following up on all action items that arise from meetings:
  - Section of Researchers Council (SOCR)
  - Section Researchers Executive Committee
  - Action Group for Advocacy in Research
  - Practice Based Research Network Working Group
  - Section of Researchers Nominating Committee
  - Blueprint 2 Evaluation working group
  - Other ad-hoc working groups as needed

- Request, organize and coordinate submission of meeting reports and documents by committee and working group members
- Manage online SOR collaborative workspaces, including the CFPC Shared Collaborative site and the Section of Researchers’ Timed Right Platform
- Organize orientation meetings to onboard new council members
- Communicate with committee members regarding tasks and responsibilities
- Maintain and update evolving Terms of Reference for all committees
- Drafting and coding for yearly SOR related projections
- Coordinate monthly meetings with SOR Chair
- Provide project support to the SOR Chair and Chairs of the sub-committees/working groups in all of their duties as they pertain to the council, including drafting reports, meeting agendas and schedules as well as project oversight
- Coordinate communication with the Section in collaboration with the Communications department
- Promote the Section of Researchers activities via social media, e-News, and info-digest
- Update the SOR section of the CFPC’s website
- Assist with Family Medicine Forum (FMF) Research Day (Family Medicine Innovations in Research and Education Day) and Research Stream
- Plan and manage activities for SOR members at FMF Wednesday – SOR Dinner/Event and SOR Lunch (Innovation Bistro or other activities)

**Projects**

- Work with the Section of Researchers council to identify projects to promote Family Medicine Research
- Oversight of projects that increase capacity building in Family Medicine research
- Plan, execute and manage projects identified
- Coordinate the SOR Blueprint (strategic plan) renewal process, including drafting a work plan, planning retreat to brainstorm ideas, coordinating a writing group and disseminating the final product
- Plan, execute and manage projects identified in the SOR Blueprint or as assigned
- Collaborate with internal and external stakeholders to successfully complete projects
- Utilize project management skills through all project phases, including development of project charter, work plan, and other project document in collaboration with key stakeholders Facilitate and coordinate project meetings as required
- Attend Family Medicine Forum to perform multiple duties as they relate to the SOR, including help coordinating and attending the SOR Celebration, the AFM booth and all related meetings and
activities
• Attend the annual NAPCRG conference to support Section of Researchers activities
• Attend other conferences as needed to represent the Section of Researchers and the CFPC

Requirements

• Bachelor’s Degree in Arts, Science, Health, Management or related field
• 5 years’ Project coordination and committee work in a varied and busy setting
• 5 years’ experience preparing documents into format suitable for website
• Advanced knowledge of design and presentation software (e.g., InDesign, Illustrator, Photoshop, InCopy, Adobe Acrobat Professional, Canva)
• Advanced MS Office Suite (Word, Excel, PowerPoint, Outlook, Teams)
• Project Management Professional (PMP) preferred
• Ability to work in a professional manner with all levels of staff and external partners
• Advanced minute-taking skills and attention to detail
• Ability to work independently and as a team player
• Advanced organizational skills with the ability to work within established timelines
• Experience with finance / accounting preferred

Working Conditions

• Travel to FMF and other Research conferences as required as well as to off-site SORC meetings
• Weekend worked required for specific conferences. Evening work required at other conferences
• 8:00 am – 4:00 pm or 8:30 am – 4:30 pm or 9:00 am – 5:00 pm Monday to Friday

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# 2022-45 to: careers@cfpc.ca September 12, 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.