



Job Posting

About the CFPC

Representing more than 40,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

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 Writer/Editor

Posting #:	2022-04
Department:	Communications
Division:	Member and External Relations
Reports to:	Manager, Communications Services
Classification:	Support Staff
Status:	Full-Time
Job Family:	Professional/Knowledge Worker
Full Time Equivalent:	1.0
Bilingual (English/French):	No
Pay Grade:	5
Starting Salary:	\$53,024.92

Summary

As part of the Communications team, the Writer/Editor is a resource for all College departments, committees, and sections, providing them with writing, editing, and/or proofreading services to produce

high quality written communications for print and electronic publication. Working closely with the Editorial Coordinator, this position also supports copyediting services for web and email communications, news publications, media relations, multimedia, and special events, in addition to writing support when required.

Main Responsibilities

Essential duties include:

- Copyedit and review CFPC communications and public facing materials e.g., reports, announcements, policy papers, guides, eBlasts etc. to ensure grammatical accuracy and ensure materials align with College style
- Research and verify sources referenced in CFPC communications as required
- Write routine correspondence, website content and news items as required
- Support Family Medicine Forum
- Work with the Manager, Creative and Production Services proofing of CFPC materials prior to publication
- Provide back-up support for ISBN numbers and files
- Provide back-up support for the daily newsclips
- Liaise with Translation and French Language Services staff to request translations and ensure consistency between English and French documents
- Work in accordance with all policies, procedures and processes, and federal and provincial legislation
- Work in accordance with all health and safety requirements
- Other duties as assigned

Requirements

- Undergraduate degree in journalism or communications or equivalent
- Minimum of 2 years of related working experience
- Member of The Editors Association of Canada (EAC); Certification an asset
- Familiarity with EAC's *Professional Editorial Standards* (EAC; 2010)
- Familiarity with the Accessibility for Ontarians Disabilities Act (AODA) is an asset
- A high level of English language grammar, proofreading and copy-editing skills; knowledge of and proficient in the different levels of editing
- Proven ability to write effective copy for various audiences and media
- Demonstrated ability to communicate with various audiences
- Knowledge of non-scientific medical editing would be an asset
- Proficiency in MS Office; knowledge of Adobe Acrobat and InCopy
- Proven experience working with style guides and visual branding guidelines
- Exceptional verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English
- French language (verbal and written) an asset
- Strong organizational and project management skills; the ability to work to deadlines
- Ability to work independently as well as with a team

Working Conditions

- Open-concept office environment
- Monday to Friday 8:00 a.m. – 4:00p.m. *or* 8:30a.m. –4:30p.m. *or* 9:00a.m. –5:00p.m.
- Flexibility to work overtime at peak times may be required

If you share our passion, and are committed to living our CFPC Values

please submit a cover letter and your résumé referencing the posting# 2022-04 to: careers@cfpc.ca by January 25, 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.