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 Chapter Liaison Officer

Posting #: 2022-53
Department: Membership Services
Division: Member and External Relations
Reports to: Director, Membership Services
Classification: Support Staff
Status: Full-Time Contract for 18th Month
Job Family: Professional/Knowledge Worker
Full Time Equivalent: 1.0
Bilingual (English/French): No
Salary Range: Min $75,128.47 Mid. $93,910.58 Max. $112,692.70

Summary

The Chapter Liaison Officer works independently (or with minimal guidance) to support the Membership Services Department within the Member and External Relations Division. The Chapter Liaison Officer works to strengthen and maintain strong relationships between CFPC’s national office and its ten provincial Chapters. As the primary CFPC internal contact for the Chapters, the incumbent
will liaise with CFPC’s national and Chapter staff to ensure the needs and matters of the Chapters are addressed in an appropriate manner. This role oversees most CFPC communications and requests to Chapters ensuring the communications and requests are timely and relevant.

### Main Responsibilities

- Act as the primary CFPC internal contact and support for Chapter Administrators and Executive Directors (CAEDs) through coordination of effective and ongoing communications, networking and collaborative activities.
- Lead the planning and coordination and, attend meetings of the Chapter Group, Chapter Symposium, Chapter Elected Leaders, and Chapter Administrators/Executive Directors (CAED) meetings.
- Plan, coordinate and attend Chapter meetings such as Chapter 1:1 with Executive Director, MER and Director, Membership Services, Atlantic region meetings, Chapter AMMs, etc.
- Develop Chapter surveys and/or needs assessments and analyze results/data to identify gaps, opportunities, future agenda topics, etc. to address Chapter challenges and concerns and to align Chapter work with CFPC strategic initiatives in an effort to provide the best experience for our members.
- Lead and/or support, Chapter projects and initiatives in consultation with the Director, Membership Services. This includes but is not limited to coordinating and attending meetings, writing proposals, creating project plans, project management and oversight, creating and tracking budgets, managing deliverables, communication with internal and external partners, disseminating, implementing and evaluating activities.
- Prepare written reports, briefings, correspondence, presentations and/or documents related to CFPC/Chapter special projects.
- Manage the Chapter budget and identify future budgetary needs, and monitor and track expenditures throughout the year to ensure accurate budgetary forecasts and reporting.
- Manage, review and keep an inventory of Chapter-related policies.
- Attend and represent CFPC at conferences/events as required and maintain a high level of knowledge of CFPC projects, initiatives, products and services; also ensure relevant CFPC staff, exhibit booth, applicable promotional materials, etc. are available to conference attendees.
- Identify needs and opportunities to develop resources to support Chapters. This could include policies, procedures, workshops, training, etc.

### Requirements

- Bachelor’s degree in Business, Communications, or another relevant field.
- 5 years of work experience in the healthcare or not-for-profit sectors, or member-based organization.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
- Advanced Communications Management, Organizational, and Interpersonal skills.
- Ability to work independently as well as a team player.
- Intermediate Microsoft Office Suite.
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# 2022-53 to: careers@cfpc.ca by October 31st, 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.