

Job Posting

About the CFPC and FAFM

The College of Family Physicians of Canada (CFPC) has played an important role in family medicine in Canada since it began in 1954. To better serve the future of family medicine, the Foundation for Advancing Family Medicine (FAFM; formerly known as the Research and Education Foundation) was established in 1994. The Foundation is dedicated to advancing the discipline of family medicine through research and education initiatives. Contributions to the FAFM continue to fund numerous awards, grants, and scholarships, as well as initiatives to support the training and continuing professional development of medical students, family medicine residents, and family physicians.

The FAFM advances excellence in research, education, and service in family medicine through philanthropy and is proud to support the family doctors of today and tomorrow.

The FAFM vision

Best care for all—leading in family medicine through philanthropy.

The FAFM mission

Advancing excellence in research, education, and service in family medicine through philanthropy

We are recruiting for a Workplace Integrated Demonstration (WID) Projects Grant Administrator

Posting #:	2022-65
Department:	Foundation for Advancing Family Medicine
Division:	Foundation for Advancing Family Medicine
Reports to:	Executive Director, Foundation for Advancing Family Medicine
Classification:	Support Staff
Status:	Full-Time, Contract until 29th March 2024
Job Family:	Professional/Knowledge Worker
Full Time Equivalent:	1.0
Bilingual (English/French):	Yes/No
Salary Range:	Min \$58,119.69 Mid \$72,649.61,421 Max. \$87,179.53

Summary

The Workplace Integrated Demonstration (WID) Projects grant program is a component of the Team Primary Care: Training for Transformation that aims to strengthen the comprehensive primary care workforce through training with an emphasis on inter professional team-based care. The WID Grant Administrator supports the Executive Director in managing the WID Grant program from its initial development phase to completion and is responsible for coordinating the development, administrative management, reporting and closeout of WID grants. They will

ensure that the Foundation's grant-making and related processes, documents, procedures, and implementation are executed professionally, efficiently, on schedule, and in a manner consistent with best practices. In addition, the WID Grant Administrator will be responsible for managing information related to the disbursement of funding from Service Canada to partners engaged in the delivery of the broader Team Primary Care project. The total funds allocated to Team Primary Care is \$45 million, of which \$3.8 million will be disbursed through the WID Grant program.

Main Responsibilities

Stakeholder Management

- Serve as the primary WID grant liaison between the FAFM and the members of the WID Steering Committee, Adjudication Committee, grant recipients and partner organizations
- Responsible for collaborating with the CFPC/FAFM Corporate Services department to address financial matters related to WID grant coordination; with FAFM's Marketing and Communication staff; and with CFPC's copy editing and translation department.

Program Coordination

- Manage the full life cycle of the WID grant program, which includes:
 - > the work of the Adjudication Committee, from recruitment of reviewers to development of the adjudication guide and related materials.
 - > Program launch including collection and evaluation of grant applications for completeness and compliance with eligibility guidelines, distribution to reviewers and coordination of full adjudication process.
 - > Communication with grant applicants and recipients.
 - > Support to the contract execution with grant recipients.
 - > Fund disbursement in collaboration with CFPC's Corporate Service division.

Financials and Reporting

- Manage the grant documentation, disbursement, and reconciliation of the WID funding (\$3.8 million).
- Ensure compliance with funding agreements, track and report on all stages of WID expenditures.
- Ensure compliance with funding agreements and program guides.
- Responsible for timely and accurate reporting on project progress, finances and other metrics.

Communication and General Administrative Duties

- Maintain accurate records related to all aspects of the WID grant program, including performing data entry, electronic filing, and data archiving.
- Collaborate with FAFM Marketing & Communications staff to
 - > Support social media postings and website updates.
 - > Respond to information requests from stakeholders as needed.
 - > Compile information for other FAFM communication tools including WID pages on the FAFM website and other platforms.
 - > Coordinate other communication opportunities as they arise (i.e. sessions and workshops featuring recipients).

Related Duties

- Participate with the onboarding of new team members as required
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC
- Demonstrate behaviours aligned with the CFPC Values in Action
- Develop and maintain collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided

- Ensure effective and professional communications with all internal and/or external contacts
- Participate in the development and/or execution of special projects as required
- Participate on internal staff committees or working groups as required
- Support the team and collaborate with colleagues to ensure departmental needs are met including absence coverage and cross-training as required
- Work in accordance with all CFPC policies, procedures, and processes with all applicable legislation
- Work in accordance with all health and safety requirements

Requirements

- Bachelor's degree Communication, humanities, or business, required.
- 3 In administrative work involving financial records, frequent communication with stakeholders, problem solving and program coordination, required.
- Project Management certification, preferred.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English, required.
- French is an asset
- Advanced attention to detail, ability to take initiative, ability to work in a professional manner with all levels of staff and external parties, required
- Advanced communication, organizational skills, and ability to processes financial transactions, required

Working Conditions

- Some travel (< 10% of the time), including both in and out-of-town

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.

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) and the Foundation for Advancing Family Medicine. 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# 2022-65 to: careers@cfpc.ca by January 27th 2023.

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.