



Communications Assistant (8-month Contract)

The College of Family Physicians of Canada, L4W 5A4

Representing more than 38,000 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.

As the **Communications Assistant**, you'll become an important part of our professional organization.

The Position

In this role, you will be a key member of the Communications team, responsible for providing program and administrative support to the department and the CFPC. This includes supporting media relations and social media campaigns, routine writing, editing and proofreading for social media and electronic communications, preparing daily news clips, coordinating meetings and administrative requirements, as well as coordinating and preparing supporting materials for CFPC events. In addition, you will triage and respond to general inquiries, provide back-up support for website updates, contribute to the communications support for the annual conference, Family Medicine Forum, and other initiatives to support family physician members and provincial Chapters.

To be successful, you will have experience in a communications, marketing or public relations role, great writing skills and strong organization and interpersonal/phone skills. You will be someone with drive and initiative who will not shy away from tackling new tasks, are comfortable with technology and software, and will thrive in a fast-paced work environment.

Your responsibilities will include:

- Media relations, including responding to media requests (with direction) and maintaining up-to-date media distribution lists
- Media monitoring, including coordinating and distributing daily e-news clippings
- Communications support, including writing routine correspondence and serving as the point of contact for e-mail inquiries
- Developing and executing social media content for CFPC initiatives and special projects
- Communications support for Family Medicine Forum and other events, including coordinating the production of print and electronic communications materials and the preparation of media and promotional materials
- Liaison with other members of the Communications team that includes writers/editors, website coordinators, translators, creative services and multimedia professionals
- Administrative support, including processing and tracking incoming invoices, scheduling meetings, taking meeting minutes, and other duties as required.

This is a great opportunity for you to partake in rewarding work, engage in a broad range of communications activities within an organization that supports family physicians across Canada. You will work with experienced communications professionals and liaise with other CFPC departments, provincial Chapters and media. If you are ready for a position that will enhance your career, we want to hear from you.

Working at the College of Family Physicians of Canada

This is a full-time temporary (approximately 8 months) position, working Monday to Friday from 8:00 a.m. to 4:00 p.m. or 8:30 a.m. to 4:30 p.m. Flexibility to work overtime at peak times may be required. Included in our total compensation package is a competitive salary alongside an attractive benefits package, pro-rated vacation and free parking.

We're also extremely proud to have been certified as a Great Place to Work, and we encourage a fun and collegial atmosphere, and work/life balance.

This is a unique career opportunity to take on an important role with a bilingual organization whose mission is 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.

Qualifications

- 2 years' professional experience working in a communications, public relations or marketing role
- Experience and proficiency working with MS Office (Word, Outlook, PowerPoint, Excel) including the ability to develop templates, mail merges and spreadsheets
- Experience with social media platforms including Facebook and Twitter
- Excellent verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English
- Experience with, Adobe Photoshop, Adobe Acrobat, Constant Contact, WordPress and Kentico is an asset
- Experience with office administration and maintaining accurate files
- Experience with the development and implementation of communication plans is an asset
- French is an asset
- College Education (2-year certificate or 3-year diploma) in Communications, Public Relations or similar field

How to Apply

Please note: Candidates must include a cover letter with their application. Candidates who do not include a cover letter will not be considered for this position.

Our online application will give you the option to apply to this role as a complete person – not just a resume and cover letter. The application will assess your qualifications, personality traits and workplace preferences, and should take 10 to 15 minutes to complete. After submitting, you'll receive an email inviting you to log in and view your assessment results.

Please access the unique application link here - <https://www.fitzii.com/apply/37600?s=fc>

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities. If we can make this easier through accommodation in the recruitment process, please contact us using the “Help” button.

We will review applications, **with priority given to those who have completed the assessment** and look forward to hearing from you.

