

Job Posting

About the CFPC

Representing more than 37,000 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 Communities of Practice in Family Medicine Coordinator

Posting #: 2018-30

Department: Programs and Practice Support

Division: Professional Development and Practice Support

Reports to: Manager, Practice Support Programs

Classification: Support Staff

Status: Contract Full Time (ending mid October 2019)

***FTE: 1.0**

Level: 4

Main Responsibilities

The Communities of Practice in Family Medicine (CPFM) Coordinator reports to the Manager, Practice Support Programs and works with the Physician Advisors and other staff in support of specific committees and programs associated with the Section of Communities of Practice in Family Medicine. The spheres of activities under these programs include and are not limited to education, professional development, advocacy, networking and health policy.

- Work collaboratively with the CPFM staff team consisting of other Coordinators, Physician Advisors, Manager, Director and Executive Director along with the CPFM committee chairs and other members to achieve the objectives of the Section of Communities of Practice in Family Medicine.
- Support the activities of current and future programs and committees as well as the CPFM Council & Council Executive by:
 - Coordinating all aspects of video/teleconference and face-to-face meetings including scheduling, preparation of agendas and backgrounders;
 - Assisting members with related travel and accommodation expense reimbursements; and following up on actionable items, including critical paths and timelines for each activity;
 - Managing committee membership including updating Terms of Reference, recruiting new Chairs and committee members, and facilitating member onboarding and exiting processes as required;
 - Working closely with the department's leadership staff team consisting of Physician Advisors, Manager, Director and Executive Director to set and achieve goals and deliverables for committees as guided by the workplan, and to determine planning alignment for each program with strategic priorities of the CFPC
 - Facilitating effective communication among committee members and with external stakeholders and acting as liaison between department and committee members, CFPC staff, Chapters and other organizations
 - Supporting the CPFM leadership team with coordination of other program committees, working parties and/or expressions of interest
 - Providing project coordination support to committees and the department's leadership staff team from planning to implementation. This includes but is not limited to tracking of progress, budget and deliverables; communicating with internal and external partners involved; dissemination, implementation and evaluation activities.
 - Supporting the planning of CFPC's annual Family Medicine Forum (FMF) including coordinating CPFM sessions and meetings; staffing CPFM/Practice Support booth
 - Act as the liaison with the Research and Education Foundation and CPFM chairs to confirm funding for CPFM award recipients, and to coordinate the annual award planning, recognition and evaluation processes.

- Preparing and tracking budgets and expenditures for each committee program; assisting with monthly reconciliation and annual budget preparations including forecasting
- Ensuring that the program committee websites are updated regularly with accurate information
- Producing reports and backgrounders for Board and Executive meetings
- Maintaining equal responsibility for the CPFM general email account, database, and new member sign-up processes with other coordinators on a rotating basis
- Coordinating and/or representing the College in a professional manner at FMF, and other conferences as required.
- Providing excellence in member and client service
- Work in accordance with all CFPC policies, procedures and processes, and federal and provincial legislation
- Work in accordance with all health and safety requirements
- Other duties as assigned

Requirements (knowledge, experience, education, competencies):

- Post-secondary education with a focus on advanced administration and business skills. University degree or higher an asset.
- Minimum of 3-5 years of related work experience in a professional environment
- Demonstrated excellent organizational and follow-up skills with the ability to prioritize and to meet deadlines
- Proven attention to detail with an eye for accuracy
- Must be a self-starter with the ability to work both independently and in a collaborative team environment
- Proficient in Microsoft Office software and information system databases
- Knowledge of the Canadian health care system
- Experience working with voluntary professional organizations
- Excellent interpersonal skills
- Verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French is an asset
- Solid experience with minute-taking and report preparation
- Team player with excellent organizational skills
- Able to function independently to exercise discretion and judgment in sensitive matters
- Financial aptitude with previous budget experience

Working Conditions:

- Open concept office environment

Hours of Work:

- 8:00 a.m. – 4:00 p.m. *or* 8:30 a.m. – 4:30 p.m. *or* 9:00 a.m. – 5:00 p.m. Monday to Friday.

**If you share our passion, and are committed to living our CFPC Values
please submit a cover letter and your résumé referencing the posting#2018-30 to: careers@cfpc.ca by 5pm on January 4, 2019.**

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.

*Full-Time Equivalent

