

Job Posting

About the CFPC

Representing more than 39,000 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 Manager, Besroure Centre (Bilingual)

Posting #:	2019-48
Department:	Besroure Centre
Division:	Member and External Relations
Reports to:	Director, Besroure Centre
Classification:	Management
Status:	Permanent
Job Family:	Manager
*FTE:	1.0
Level:	7B

Summary

The Manager, Besroure Centre Administration oversees and manages the operational activities of the Besroure Centre while supporting the implementation of tasks and activities identified in the strategic plan. With the support of an Administrative Coordinator reporting to this role, act as the first point of contact for the Besroure Centre and ensure a high level of managerial support for the Centre's portfolio.

Responsibilities

Essential Duties include:

Management of the administrative functions, staff and resources of the Centre including:

- Coordination and Project Management
 - Liaise with the Working Group leads to ensure progress of working group tasks
 - Facilitate coordination and communication between the various Centre activities
 - Administrative and logistics support for Centre activities
 - Receive and direct requests for consultation
 - Maintain ongoing relationships/communications with partners
- Communications
 - Maintain and update the Centre website
 - Prepare newsletter
 - Virtual Library updates
 - Media contact: work with CFPC communications department to develop media profile
- Financial Management
 - Manage operational budget and financial reporting
 - Identify potential funding sources for various aspects of the Centre
 - Draft funding proposals in collaboration with the CFPC Awards and Development department
 - In partnership with the FAFM, support/facilitate fundraising efforts for the Besroure Centre
- Research
 - Draft and submit research proposals
 - Coordinate with external partners
 - Submit for ethics approval
 - Prepare submissions for publication and presentation
- Besroure Conference
 - Manage all aspects of the annual conference planning including scheduling, registrations and logistics

- International Fellowship position
 - Coordinate communication, recruitment and application process
 - Provide organizational support to fellows and fellowship supervisors
- Advise and manage the Administrative Coordinator work and priorities

Related Duties:

- Provide excellence in member and customer service
- Ensure effective and professional communications with all internal/external contacts
- Develop and maintain collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided
- Participate with the onboarding of new team members as required
- Support the team and work with colleagues to ensure department needs are met including absence coverage
- Work in accordance with all CFPC policies, procedures and processes, and federal and provincial legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours that align with the CFPC Values
- Demonstrate competencies aligned with the CFPC Competency Framework
- Participate on CFPC staff committees or working groups and other related projects as required

Requirements:

- Graduate degree: with a PhD or equivalent an asset
- Minimum of 3-5 years' relevant professional experience with a background in senior administration
- Experience dealing with international partners at a high level
- Advanced writing skills with the ability to review and synthesize large amounts of information
- Demonstrated excellent organizational, project management and follow-up skills, with the ability to prioritize and to meet deadlines
- Global health experience a requirement
- Understanding of family medicine an asset
- Proven attention to detail with an eye for accuracy
- A self-starter with the ability to work both collaboratively as well as independently
- Proficient computer skills in MS Word, Outlook, Excel, Power Point; experience with SharePoint and Igloo an asset
- Must be resourceful with problem-solving skills
- People management/supervisory experience with demonstrated coaching and mentoring skills
- Experienced in creating agendas, summarizing meetings and action item follow-up
- Excellent verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English and French; a third language is an asset

Working Conditions:

- Open concept office environment
- Available to travel and work onsite at the annual global health conference
- 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
- Occasional weekend or evening meetings/teleconferences
- Flexibility to work after hours occasionally during peak times or to respond to requests that require timely action

**If you share our passion, and are committed to living our CFPC Values
please submit a cover letter and your résumé referencing the posting #2019-48 to: careers@cfpc.ca**

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

