



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 Member Interest Groups Section Coordinator

Posting #:	2020-40
Department:	Programs and Practice Support
Division:	Professional Development and Practice Support
Reports to:	Manager, Practice Support Programs
Classification:	Support Staff
Status:	Contract
Job Family:	Professional/ Knowledge Worker
*FTE:	1.0
Level:	4

Summary:

The Member Interest Groups Section (MIGS) was created to support the College of Family Physicians of Canada (CFPC)'s dedication to provide a professional home for all family physicians across diverse clinical and non-clinical interests, settings, and practice types. Established by family physicians for family physicians, the Section's individual member interest groups link members with similar practice interests so they can share information, connect, and collaborate on projects relevant to the practice of family medicine in Canada. This includes providing thought leadership, developing practice supports, supporting education and training, and policy contributing to advocacy initiatives. The MIGS is supported by the Programs and Practice Support (PPS) Department at the College.

The MIGS Coordinator reports to the Manager, Practice Support Programs and works with other department staff, and working groups associated with the section.

Responsibilities:

Essential Duties include:

- Working collaboratively with the MIGS staff team and the MIGS Council, member interest groups' leaders and other members to achieve the objectives of the section
- Supporting the activities of current and future member interest groups as well as the MIGS council
- Coordinating projects for the member interest groups in consultation with the department's leadership staff, the MIGS council, chairs, and vice-chairs. This includes but is not limited to creating project plans, tracking progress, creating, and tracking budgets and other deliverables; communicating with internal and external partners; dissemination, implementation, and evaluation activities.
- Coordinating the development of publications in journals like the Canadian Family Physician, and reports related to relevant projects
- Supporting the MIGS Assistant Manager with the MIGS project funding process including application review, and liaising with the MIGS council to support the approval process
- Creating and presenting project and program reports
- Working closely with the section's member interest groups and other working/project groups leaders to plan and prioritize the annual workplan
- Managing the MIGS membership including updating Terms of Reference, recruiting new Chairs, Vice Chairs and MIGS council members, as well as facilitating members onboarding and exiting processes as required
- Working closely with the department leadership staff to develop, confirm, and achieve goals and deliverables for the section's member interest groups as guided by the individual group's work plan, ensuring alignment with the section's strategic priorities
- As the primary point of contact for MIGS, the coordinator liaises with stakeholders including other CFPC departments, Chapters, other CFPC sections and committees as well as external organizations, ensuring effective and timely communications
- Coordinating the approval process to establish new member interest groups including providing guidance to applicants, and liaising with the MIGS council and leadership staff with the application approval process
- Planning and supporting the launch of approved new Member Interest Groups. This includes working with the applicant to recruit members and to develop the new member interest group's workplan and communications plan to ensure both their early successes and their longevity.
- Leading the planning, coordination and execution of section forums, networking events and retreats ranging in size from 10-100, contributing to the programme development, evaluation, and report production
- Managing multiple events that are hosted by MIGS (i.e. the MIGS Annual Forum, special education, and networking events) and events that MIGS members contributes to (i.e. the CFPC

Annual Forum, Family Medicine Forum, Chapters' Annual Scientific Assembly/Family Medicine Summit). The core duties include coordinating sessions and meetings, preparing and delivering presentations and staffing the MIGS/Practice Support booth.

- Acts as the primary liaison with the CFPC's Foundation for Advancing Family Medicine and MIGS chairs to confirm funding for MIGS awards, and to coordinate the annual award planning, recognition, and evaluation processes
- Preparing and tracking project and program budgets and expenditures; assisting with monthly financial reconciliation and annual budget preparations including budget forecasting
- Preparing reports such as briefings and backgrounders for CFPC Board and Executive meetings
- Producing and managing MiGroups', the section's online collaboration platform, content including uploads, discussion threads and other posts
- Coordinating all aspects of the MIGS Council including meetings, membership management, projects, and strategic planning activities
- Supporting the drafting, implementation and monitoring of the MIGS Strategic Plan
- Coordinating the section's marketing and communications strategy (i.e. eNews, conferences/events), and provides oversight for planned campaign launches
- Attending relevant CFPC meetings to provide project updates
- Chairing MIGS staff meetings
- Providing coverage for the MIGS Community Engagement Coordinator

Related Duties:

- Ensure effective and professional communications with all internal/external contacts
- Develop and maintain collaborative relationships at all levels of the organization
- Work in accordance with all CFPC policies, procedures and processes, and all applicable legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours aligned with the CFPC Values
- Demonstrate competencies aligned with the CFPC Competency Framework
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC
- Participate on special projects as required
- Participate on internal staff committees or working groups as required
- Assist with the onboarding of new team members as required
- Support the team and collaborate with colleagues to ensure department needs are met including absence coverage and cross-training as required

Requirements:

- 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
- Project Management certificate or equivalent experience
- Demonstrated skills and experience with project management methodology and practices including timeline development, budget monitoring and scope definition
- 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
- Demonstrated skills and experience in event planning
- 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
- 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
- Verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French is an asset

Working Conditions:

- Open-concept office environment
- 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
- Travel as required to attend meetings and conferences (approx. 3-4 times per year)
- Some flexibility to work occasional weekends for committee meetings & conferences

If you share our passion, and are committed to living our CFPC Values

please submit a cover letter and your résumé referencing the posting # 2020-40 to: careers@cfpc.ca by November 13, 2020

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*

