



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 an Accessible Document Specialist

Posting #:	2021-50
Department:	Communications
Division:	Member and External Relations
Reports to:	Manager, Creative and Production Services
Classification:	Support Staff
Job Family:	Professional/Knowledge Worker
Status:	Contract (1 year)
*FTE:	1.0
Level:	4

Summary:

The Province of Ontario requires compliance with the Accessibility for Ontarians with Disabilities Act (AODA). As part of the CFPC's compliance efforts, CFPC requires that all available PDF documents be reviewed and, where necessary, revised to meet AODA compliancy. This position is responsible for the preparation and handling of pre-press files to deliver AODA compliant PDFs for web publishing. This role supports all CFPC departments, committees and sections, and ensures consistent and accurate remediation of all PDFs in both official languages.

Responsibilities

Essential Duties include:

- Triage the remediation of final .PDF documents through the comteam@cfpc.ca e-mail
- Trouble shoot and verify AODA compliancy before final resource .pdfs are released for publishing

- Perform final Quality Control Checks on all web resource PDFs using known software to verify 100% compliance using Acrobat Pro, PAC3.0 and/or equivalent software
- Troubleshoot with manager and project lead on assigned projects to verify files are created to ISO and AODA standards
- Liaise with the CFPC French Language Services team for bilingual document remediation
- Proofreading and file preparation using InDesign, InCopy, Word and PowerPoint Presentation documents, when assigned
- Maintain established filing system and time-tracking for all assigned projects
- Note errors and solutions to efficiencies within each program to ensure the procedures documents is up to date, as-needed basis
- Keep abreast of AODA efficiency updates and process to share with the team
- Actively participate in the Creative Services and Communications Dept. meetings
- Liaise with external vendors as required

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

- College or university diploma in Graphic Design and web publishing or equivalent experience
- Accessible Document Specialist Certification or extensive .PDF remediation expertise
- 1-2 years of experience in a print and web publishing environment
- Excellent proofreading skills with exceptional attention to detail
- Proficient computer skills including:
 - Microsoft Office applications: MS Word, Excel, PowerPoint, Outlook, MS Teams
 - Creative Cloud Suite: InDesign, InCopy and Acrobat Pro DC
- Knowledge of layout and design using both Windows and MAC platforms an asset
- Deadline-driven with the ability to work under pressure
- 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
Flexibility to work overtime at peak times may be required

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

please submit a cover letter and your résumé referencing the posting# 2021-50 to: careers@cfpc.ca by September 30, 2021.

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*

