



## Job Posting

### About the CFPC

Representing more than 40,000 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 WordPress Developer and Administrator

<b>Posting #:</b>	<b>2021-39</b>
<b>Department:</b>	<b>Programs and Practice Support</b>
<b>Division:</b>	<b>Professional Development and Practice Support</b>
<b>Reports to:</b>	<b>Program Manager, Knowledge Experts and Tools Program</b>
<b>Classification:</b>	<b>Support Staff</b>
<b>Job Family:</b>	<b>Professional/Knowledge Worker</b>
<b>Status:</b>	<b>Contract (June 30, 2024)</b>
<b>*FTE:</b>	<b>1.0</b>
<b>Level:</b>	<b>5</b>

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## Summary:

The Knowledge and Experts and Tools (KET) program of the Program and Practice Support (PPS) Department facilitates the development and endorsement of evidence-based practice documents (e.g., Guidelines) and creates related knowledge translation tools (e.g., decision support tools, e-learning). One of our education tools is a WordPress based web portal called CFPCLearn which launched early 2021. This tool offers continuing professional development and practice supports, including videos, research articles, podcasts, gamification of education and Articulate-based e-courses.

## Responsibilities:

Essential duties include:

- Management and development of new features, this includes:
  - Participating in stakeholder meetings to understand project requirements as well as short- and long-term goals for the web portal
  - Working alongside the program manager and be involved with the management, prioritization, and decision making of new features with agile methodologies
  - Responsible for all development including unit testing, bug fixing, and maintenance related tasks
  - Determining the best approach with the integration of future education ideas into the current platform
- Supporting the ongoing growth, maintenance, and user support of an early project, this includes:
  - Being involved in all aspects of the project including addressing user feedback and being part of the decision-making process related to the ongoing growth of the project/product
  - Supporting the customer service portion of the website by assisting with customer related inquiries when needed, this includes modification of subscriptions or troubleshooting payment functionality
  - Working alongside the current team to determine the best practices for customer service and maintenance routines following CFPC standard IT practices
  - Working with the team to assist in gathering data related to key performance indicators
  - Utilizing current organizational processes related to features of the web portal
- Working with cross-disciplinary stakeholders
  - Collaborate with subject matter experts to determine appropriateness of content onto the web portal
  - Communicate and collaborate with the internal IT team to achieve project goals within the organizational constraints
  - Collaborate and help with the development of other WordPress websites belonging to other departments if required. This may include the development of new websites or modifications of currently existing websites
  - Follow CFPC IT&S change management process when implementing enhancements, bug fixes, etc. to any WordPress sites
  - Be involved with training and guidance of staff with relevant aspects of the CFPCLearn web portal when appropriate
- Ensuring the web portal meets certain organizational standards, this includes:
  - Accessibility for Ontarians with Disabilities Act (AODA) which is determined by the Web Content Accessibility Guidelines (WCAG) Level AA
  - PCI 3.2.1 Standards and compliance
  - Personal Information Protection and Electronic Documents Act (PIPEDA)
  - CFPC Organization visual identity guidelines

#### 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:

- University degree in computer science, engineering, or Information Technology related discipline
- Expertise, minimum 5 years, with front end development using HTML, CSS, SASS, JavaScript, and WordPress
- Minimum of 3-5 years of related work experience in a professional environment
- 3-5 years' experience with WordPress development, administration, security, and deployment of WordPress sites on a LINUX platform
- 3-5 years' experience with PHP, MySQL, LINUX Operation System (CentOS)
- Experience with source code management and version control tools such as Git and Bitbucket
- Experience developing and implementing features following agile project management methodologies
- Experience with working in a collaborate, cross-discipline environment that can involve various stakeholders including healthcare providers, UX/UI designers, and other developers
- Excellent problem solver, strong work ethic and results orientated
- Excellent interpersonal skills with demonstrated ability to build and maintain good relationships
- Excellent organizational and follow-up skills with the ability to prioritize and to meet deadlines
- Self-starter and proactive attitude, ability to work independently and in a team environment, desire to continuously learn new skills and technology
- Verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French is an asset
- Experience with project management and project management related tools an asset
- Experience with Twig PHP templating engine an asset
- Experience with Microsoft Azure, Excel and/or web/data analytics an asset
- Experience in a healthcare environment 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
- Weekday after business hours maybe required on request

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

**please submit a cover letter and your résumé referencing the posting# 2021-39 to: [careers@cfpc.ca](mailto:careers@cfpc.ca)**

Important Note: On April 9, 2021, our Executive Team approved our interim relocation guidelines and advised that while we are in Phase 1 of our Return to Office pandemic plan, all employees will continue to work remotely. We are in the process of examining our future New Way of Working model, including the possibility of a fully remote or hybrid remote workplace. Until that decision has been made, and otherwise communicated, our head office continues to be 2630 Skymark Avenue in Mississauga, Ontario. Except for identified senior-level positions, all new employees and internal employees who apply for new positions will be expected to commute to our office in Mississauga at their own expense if required to do so.

*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*

