

Job Description

Job Title: Coordinator, Professional Development (1 Vacancy)
Accountable to: Manager, Professional Development
Pay Band: 4: \$61,980 to \$86,772
Posting Date: September 15, 2025 – Until filled
Location: Toronto, Hybrid
Term Position 1 year contract

PLEASE READ CAREFULLY:

How to Apply: Please forward a brief cover letter and resume to: ocfphr@ocfp.on.ca, Please use Coordinator, PD as title in the subject line.

The Ontario College of Family Physicians (OCFP) represents more than 18,000 family physicians, including residents, retired family physicians, and more than 15,000 who are working in communities providing care to patients. Our members care for Ontarians across the health system from comprehensive community practices to hospitals, emergency departments and urgent care clinics, to palliative care and more. The OCFP supports its members by providing evidence-based education and professional development, promoting and recognizing leadership excellence in family medicine, and advocating for the vital role family physicians play in delivering the highest quality care to patients and families across Ontario.

Position Summary:

The Coordinator is responsible for supporting the day-to-day operations of projects within the Professional Development (PD) portfolio. Project focus areas include operational practices, business process efficiencies, project management initiatives, education program development and member engagement.

The Coordinator is accountable for coordinating and implementing project plans, monitoring and ensuring deliverables are met, and keeping key stakeholders informed throughout project lifecycle(s). Working alongside the broader OCFP team, the Coordinator will execute project deliverables to align with PD Operational Plans and the OCFP's strategic plan.

The Coordinator will maintain a high level of partner engagement in a fast-paced project environment. The incumbent will work and engage with the PD Leadership Team, OCFP's Senior Project Manager and external stakeholders to support the successful achievement of project deliverables and timelines.

Key Responsibilities:

Coordination

- Supports the implementation of project deliverables, informed by OCFP direction and PD leadership. This includes supporting existing projects and contributing to new projects developed by OCFP.
- Applies a project management approach to ensure efficiency and effectiveness in the execution of all projects, including but not limited to:

- Developing project goals and activities.
- Using Asana project management system to manage and track project milestones, tasks, timelines and deliverables.
- Executing project schedules; tracking and reporting on progress, including supporting completion of the project dashboards.
- Working with the project team to develop and implement a project evaluation plan
- Executing and reporting on project evaluation components to help inform project deliverables and planning, including data analysis.
- Supports the development of a variety of communications, presentations, process flows, reports and other project materials.
- Assists in the project fiscal management including the processing of service agreements, and the processing and tracking of invoices.
- Works with the OCFP Communications team and project leadership, supporting the development and execution of project communications and marketing plans.
- Ensures webpages are up-to-date and works with Communications to develop and design new webpages/information.
- Supports PD with yearly review of agreements, fee-for-service and program delivery components.

Project Delivery

- Executes assigned PD projects and programs, including but not limited to:
 - Supporting the Scientific Planning Committee (SPC) and planning meetings.
 - Managing secretariat aspects of the SPC and all other planning groups, including planning meetings, minutes, and preparation of agenda.
 - Supporting program elements, including run of show, preparing session materials; coordinating and onboarding speakers; evaluation and follow-up; and website updates.
 - Supporting the successful delivery of all sessions, Q&A, Zoom chatbox.
 - Completing post-session activities including evaluation and resource development
 - Compiling and distributing activity reports to SPC.
 - Certification of programs (new/continued programs).
 - Coordinating SPC tasks for program development.
 - Development of program material.
 - Logistics and planning of in-person programs, which may include researching and booking venues, ordering catering, monitoring registration, managing program participant wait lists, preparing attendance sheets, and confirming attendance.
- Supports delivery of Peer Connect portfolio, including onboarding and orientating Peer Guides and Peer Learners, supporting project collaborations and supporting project leads.

Administrative Support for the OCFP's Mainpro+ Program

A core initiative of the OCFP is to review and approve Mainpro+ certification applications for external organizations who offer certified educational programs to family physicians in Ontario.

Working with the PD team, the Coordinator, PD will contribute by:

- Maintaining a high level of knowledge of the Mainpro+ certification standards.
- Conducting administrative reviews of applications for programs taking place in Ontario.
- Supporting OCFP colleagues with the application and certification process and confirming requirements for OCFP programs.

Reporting Relationships:

- This position reports to the Manager, Professional Development.
- This position has no direct reports.

Required Qualifications:

- University degree in a related field with at least 3 years of program coordination experience, ideally in a healthcare organization.
- Project Management (PMP or CAPM) designation preferred.
- Experience with curriculum design is an asset.
- Experience in the healthcare sector and Ontario health system, as it relates to knowledge translation and/or continuing professional development, with experience in primary care is an asset.
- Strong organizational, prioritization and time management skills to effectively manage multiple projects.
- Problem solving and critical thinking skills, including ability to anticipate obstacles and recommend an appropriate course of action.
- Experience analyzing activity/utilization data and presenting results to a variety of audiences.
- Comfort in working independently with minimal guidance and oversight.
- Skilled communicator and collaborator with internal colleagues and external stakeholders.
- Excellent problem-solving, critical reasoning, conceptual thinking, and analytical skills.
- High professional standards, strong commitment to ensuring a positive customer experience, energetic and positive attitude to develop collaborative partnerships and relationships.
- Advanced knowledge of Microsoft Word, Excel, PowerPoint, and Windows.
- Availability to work a flexible schedule on occasion, including weekends and evenings.
- Ability to travel to attend meetings or events, if required.

The OCFP is committed to fostering an inclusive, accessible work environment, where all members and employees feel valued and respected. If you require accommodation to participate as a candidate in the hiring process, please communicate your needs to the recruitment team.

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