

## Coordinator, Continuing Professional Development (CPD) Programs

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Are you interested in working with a fast-paced, energized, passionate group of health care leaders? Do you want your work to mean something at the end of the day and contribute to the improvement of health care for Albertans? Do you want to enjoy going to work every day because your new-found camaraderie with your co-workers just can't be replaced? If you answered yes to the above questions, then we may have the position for you.

The Alberta College of Family Physicians (ACFP) is looking to add a coordinator for its CPD programs to their small-but-mighty staff team. The Coordinator is a key support position and will work under the authority of the Executive Director, and the supervision of the CPD Manager. The Coordinator assumes responsibility for supporting ACFP CPD initiatives, programs, and/or events. You will work closely with a staff team and volunteer scientific planning committee (SPC) members to develop, design, and deliver virtual, in-person, and/or hybrid experiences.

### Summary of Responsibilities:

- Coordinate, administer, and implement program development through working with SPC members; assessing learner needs; supporting learning objective development (i.e., alignment with the SPC's goals); researching/inviting potential speakers
- Coordinate and support program delivery for in-person and/or online (including but not limited to speaker management activities such as invitation, contracts, Conflict of Interest forms, bio, and photo collection; preparing speaker welcome kits; run of shows; pre-session check in; green room management; on-site communication; and/or tracking speaker expenses)
- Support CPD Programs (Family Medicine Summit conference, CPD Webinars, auxiliary events)
- Support certifications for programs under the College of Family Physicians of Canada's Mainpro+ requirements and standards
- Participate as a CERT+ team member by monitoring and reviewing preliminary applications for Mainpro+ certification
- Contribute to promotional content to support the marketing effort for the ACFP's CPD programs and events (e.g., postcards, banners, social media, eBlasts) in collaboration with the communications team
- Populate permanent and temporary CPD program and events webpages and other digital assets
- Develop and map the event registration design (e.g., Cvent platform: admission items, registration types, recommended pricing, etc.)
- Identify, build, and report on program/event evaluations (e.g., questions, design, administration, etc.)
- Prepare agendas for program team meetings and program updates as needed
- Liaises and coordinates for designated SPC (e.g., scheduling meetings, communications, meeting package development, preparing minutes, monitors committee terms and succession planning, and onboarding/exiting committee member processes)

### Education, skills, and experience required:

- University graduate degree, diploma, or certificates in a related field
  - Project management training and experience (three+ years preferred)
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- Excellent organization and time management skills
- High level of experience running online meetings, webinars, and event management
- Program evaluation experience
- Detail-orientated
- Commitment to learn and deliver on expected results
- Develop and maintain high performing relationships within teams
- Highly organized with the ability to manage multiple projects, follow through on tasks, and consistently meet deadlines
- Excellent interpersonal skills that include customer service and team coordination
- Exceptional professional oral and written communication skills
- Available to occasionally work on evenings and weekends
- Strong proficiency in Microsoft Office Suite/Microsoft 365 (this position will work regularly in Excel, Word, PowerPoint, Outlook, Teams, Sharepoint)
- Willingness and aptitude to learn new software applications used for website, event management, online community, member email, surveys, and analytics

#### **Position Assumptions and Benefits**

- Regular hours of work are 37.5 hours/week, Monday through Friday
- The Coordinator will earn up to 15 days of paid vacation time per year
- Occasional overtime may be required
- Hybrid work concessions will be considered after the completion of three months of employment
- A comprehensive group benefit package is provided (available after the completion of three months employment)
- RRSP program (Available after completion of one-year employment)

We offer a salary to reflect experience and capabilities as well as a comprehensive benefit package. Please include your salary expectation in your cover letter.

#### **SEND YOUR COVER LETTER AND RESUME TO:**

**Susan Wong Armstrong**

Associate Director

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**Submission Deadline: November 30, 2023 (or until a suitable candidate has been selected)**

