## About the Centre for Effective Practice

The Centre for Effective Practice (CEP) is one of the largest independent knowledge translation organizations for primary care in Canada. We bring together knowledge, evidence, expertise, and resources to ensure frontline providers have the information they need to deliver high-quality care and improve patients' health outcomes. In Ontario alone, our work reaches over 18,000 healthcare providers each year through established relationships with key organizations, medical schools, colleges, and associations.

As a federal not for profit organization, our objective is to identify barriers to optimal practice and produce practical solutions to address these barriers. We achieve this through the development of evidence summaries and clinical toolkits, quality improvement planning, and implementing various knowledge translation interventions including system-level toolkits for providers and administrators. To design and execute effective approaches to improve care, we base our efforts on the highest quality clinical and implementation evidence.

## Benefits of Working at CEP

* An entrepreneurial environment that prioritizes autonomy and flexibility
* Work with our collaborative, supportive (and awesome!) team
* Comprehensive health benefits package from your first day of employment
* Employer RRSP contributions
* Vacation entitlement starting at 4 weeks annually (per 1.0 FTE)
* Career development opportunities including an annual budget to pursue professional development opportunities
* Flexible hybrid working model
* Opportunity to contribute to meaningful work devoted to improving our healthcare system and sustaining it for our future

## Position: Project Coordinator, Health System Transformation

As a project coordinator, you will support CEP’s team and clients in aspects of CEP’s overall operations and project activities. With strong interpersonal and project coordination skills, you will be a key member of our team, supporting provincial and national level health system transformation projects with the goal of delivering every project on time, within budget and within scope. Candidates should have a strong desire to learn, a passion for improving health care and foundational experience in supporting a team and/or projects.

**Qualifications**

* University degree in an appropriate health, research or business-related discipline or equivalent experience
* Experience in related position and/or in the health care industry an asset
* Excellent communication skills, both oral and written
* High level of maturity and confidence in interacting with a wide variety of internal team members and external clients, even when under pressure
* Thrives in cross-functional team environment
* Strong organizational skills, including prioritization, meeting deadlines and budgeting
* Independent, self-motivated and a self-starter
* Problem-solver with attention to detail
* Results-oriented, with a demonstrated commitment to exceeding client expectations
* Comfort in working in a dynamic environment and dealing with ambiguity
* Excellent computer skills including proficiency in Microsoft 365

Ultimately, candidates should be proactive and adaptable, readily stepping in to perform any tasks or responsibilities required to ensure team success and organizational goals are met, have a strong desire to learn, a passion for improving health care and foundational experience in supporting a project team.

**Salary range:** Commensurate with experience

**Closing date:** This is a call for applications that will remain open until the position is filled

**Location**: Toronto, Ontario (hybrid).

**Terms**: Contract position with option to become full-time permanent
**Start date**: Immediate

The Centre for Effective Practice is committed to diversity, accessibility, equity, inclusion and respect and encourages qualified individuals of all genders and sexual orientation, Indigenous communities, racialized groups and persons with disabilities to apply. Accommodation will be offered to all candidates taking part in all aspects of the selection process.

Only short-listed and/or successful candidates will be contacted by The Centre for Effective Practice. Thank you in advance for your interest.