
About The Centre for Effective Practice

The Centre for Effective Practice 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 provider education, academic detailing, and integration of evidence into decision support systems. To design and execute effective approaches to improve care, we base our efforts on the highest quality clinical and implementation evidence.

Position: Project Coordinator

As one of the project coordinators, you will provide support to CEP's team/clients in aspects of CEP's overall operations, project activities with a focus on establishing a strong evidence base utilizing research skills to support projects. With strong interpersonal and project coordination skills, you will be a key member of our team, supporting provincial and national level 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.

General Responsibilities

- Coordinating projects as part of a project team (involved in every aspect of large projects including development, implementation and follow-up)
- Completing and maintaining updated project documentation
- Interfacing with internal and external stakeholders in support of the project such as clinical leads, expert panels, committees and team meetings
- Organizing and processing expenses (consultant expense reports, vendor invoices, budget tracking, identifying opportunities for cost reduction and revenue generation)
- Responding to all general information requests
- Managing the CEP's scheduling and events including client meetings, team meetings, interviews, working groups, focus groups, conferences, training workshops, room bookings, food and beverage ordering, audio visual resourcing, room set-up, etc.
- Organizing and attending meetings, preparing and disseminating minutes
- Managing the CEP's electronic database and file system while looking for ways to improve content management processes and practices to meet changing business and client needs
- Providing overall administrative support for the team including maintaining administrative systems, word processing, faxing, mailing, e-mailing, photocopying, filing, office supplies, etc.
- Participating in the collection and analysis of qualitative and quantitative data under leadership from the CEP team (e.g. developing surveys and data collection tools, developing service metric summaries, conducting interviews and focus groups, inputting and analyzing data)

- Supporting human resource onboarding processes
- Copy editing and formatting external documents and deliverables
- Tracking and documenting stakeholder, end-user and partner engagement via CEP's customer relationship management software (i.e. Salesforce)
- Supporting financial and progress client reporting

Qualifications

- University degree in an appropriate health, research or business related discipline or equivalent experience
- Minimum 2 years experience in related position
- Direct experience working in health care industry an asset
- Demonstrated commitment to exceed client expectations
- 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
- Thrives in cross-functional team environment
- Results oriented
- Strong organizational skills, including prioritization, meeting deadlines and budgeting
- Comfort in working in a dynamic environment and dealing with ambiguity
- Independent and self-motivated
- Professional behaviour at all times, even when under pressure
- Must be detail oriented and a problem solver
- Excellent computer skills including proficiency in Microsoft office
- Able to work flexible hours when required

Salary range: Commensurate with experience

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

Location: The CEP is located in Toronto, Ontario. Due to COVID-19, remote work is currently required.

Terms: Full time, 1 year contract with possibility of extension

Start date: Immediate

Please submit cover letter and resume to Kory Martin (kory@yourh2r.com), subject line "CEP – Project Coordinator Position".

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