



Centre
for Effective
Practice

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 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 (digital)

As the project coordinator, you will be responsible for working with the CEP team, clients and stakeholders to coordinate day-to-day digital project activities, from supporting the planning and execution of CEP's digital projects to providing administrative support as required. 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 project team.

This is a wonderful opportunity to work in a unique, professional, academic and health-focused environment that is also entrepreneurial and collegial.

General responsibilities

- Support the creation and development of the CEP's digital products (e.g. HTML website, EMR tools, eForms) including development of approach, design and implementation.
- Interface with internal and external experts and stakeholders in support of digital projects such as clients, vendors, deployment teams, clinical leads, expert panels and committees.
- Coordinate various day-to-day activities, including scheduling and coordinating events, creating and maintaining comprehensive project documentation, plans, reports, etc.
- Work closely with various project teams (Directors, Managers and Coordinators) to support their evaluation needs.
- Report to the Digital Manager.

Qualifications

- University degree in an appropriate health, research or business-related discipline
- Fluent in the principles of user-centered design and confident in incorporating it into product development
- Experience with web technologies (HTML, CSS, JS, etc.) and website platforms (WordPress, Squarespace, etc.)
- Experience or familiarity with Electronic Medical Records (EMRs), Electronic Health Records (EHRs), and/or Hospital Information Systems (HISs)
- 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 experts, clients and stakeholders
- Independent and self-motivated
- Must be detail oriented and a problem solver
- Thrives in cross-functional team environment
- Strong organizational skills, including prioritization, meeting deadlines and budgeting
- Results oriented
- Comfortable working in a dynamic environment and dealing with ambiguity
- Excellent computer skills including proficiency in Microsoft office
- Able to work flexible hours when required
- Professional behaviour at all times, even when under pressure
- Preference will be given to candidates with direct experience working in the healthcare industry

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 (digital) Position."

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