

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. It brings 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, its work reaches over 16,000 healthcare providers each year through established relationships with key organizations, medical schools, colleges and associations.

The CEP's objective is to identify barriers to optimal practice and produce practical solutions to address these barriers. Examples of CEP's solutions include clinical practice guideline review and adaptation, evidence summaries, clinical tools and resources, patient-focused material, quality improvement planning and knowledge translation interventions such as primary care provider education, academic detailing and integration of evidence into decision support systems.

Position: Project Coordinator

As the project coordinator, you will be responsible for working with the CEP team, clients and stakeholders to coordinate day-to-day project activities, from supporting planning and execution of the project 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.

Primary Responsibilities:

- **Coordinating various day-to-day activities** (involved in every aspect of projects including development of approach, implementation and reporting).
- **Supporting the completion/maintenance** of project documentation (e.g. work plans, dissemination plans and methodology).
- **Interfacing with internal and external stakeholders** in support of the project such as clinical leads, expert panels and committees.
- **Scheduling and coordination of events** including client meetings, team meetings, working groups, focus groups, conferences, training workshops, etc. (this may involve room bookings, food and beverage ordering, audiovisual resourcing, room set-up, etc.) Taking meeting notes, preparing and disseminating minutes, copy editing and formatting external documents and deliverables.

Minimum Qualifications

- University degree in an appropriate health, science or research related discipline or equivalent experience.
- Minimum 2 years' experience in a related position.
- Excellent communication skills, both oral and written.

- High level of maturity, professional behaviour and confidence in interacting with internal team members, clients and stakeholders.
- Independent and self-motivated.
- Thrives in cross-functional team environment, detail oriented and a problem solver.
- Strong organizational skills including prioritization, meeting deadlines and budgeting.
- Excellent computer skills including proficiency in Microsoft Office.
- Able to work flexible hours when required.
- Preference will be given to candidates with direct experience working in the healthcare industry.

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

Salary range: Commensurate with experience

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

Location: This position 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 through cep.health/careers****

Only short-listed and/or successful candidates will be contacted by Centre for Effective Practice.

Thank you in advance for your interest.