

Coordinator, Continuing Professional Development (CPD) Programs

Are you interested in the careful curation of exceptional CPD programs for family physicians and health care providers across the province?

You'll play a pivotal role in the planning, organizing, and seamlessly delivering virtual, in-person and/or hybrid experiences. More specifically, you'll be an instrumental element in ensuring the successful execution of programs from the initial planning to the post-event evaluation by liaising with scientific planning committees, coordinating logistics, and engaging speakers.

You'll bring a background of program and/or event coordination, continuing medical education programs or related work experience in committee work, online event platforms, and exposure to not-for-profit organizations.

Summary of Responsibilities:

- Coordinate, administer, and implement program development through working with a scientific planning committee (SPC); assessing learner needs; supporting learning objective development (i.e., alignment with the SPC's goals)
- Coordinate and support program delivery for in-person and/or virtual (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 efforts 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 degree, diploma, or certificate(s) in a related field
 - Project coordination training and experience (three+ years preferred)
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- High level of experience running online meetings, webinars, and event management
- Program evaluation experience
- Detail-oriented
- Commitment to learn and deliver on expected results
- Foster 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
- Experience in a not-for-profit environment, membership-based organization, and/or healthcare environment is an asset
- Strong proficiency in Microsoft Office Suite/Microsoft 365 (this position will work regularly in Excel, Word, PowerPoint, Outlook, Teams, SharePoint) and Zoom
- 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 weekend and evening availability will 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)

Salary and Benefits

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

susan.wongarmstrong@acfp.ca

Alberta College of Family Physicians

#370, 10403-172 Street

Edmonton, AB T5S 1K9

Submission Deadline: First wave of application review and interviews to be completed by May 6. To be eligible submit your resume by April 18.

The position will remain open until a suitable candidate has been selected.

