

Project Coordinator

The Centre for Effective Practice (CEP) aims to close the gap between evidence and practice for health care providers. It gives providers what they need to deliver the best care to their patients by engaging them throughout its processes to create evidence-based solutions that can be adapted into their local contexts. The CEP is a federally-incorporated, not-for-profit organization founded in 2004 by the University of Toronto's Department of Family and Community Medicine. Examples of CEP projects include: clinical practice guideline review and adaptation, evidence summaries, clinical toolkits, patient-focused material, quality improvement planning and various knowledge translation interventions including provider education, academic detailing and integration of evidence into decision support systems.

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 5 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

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

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

Terms: Full time 1 year contract with possibility of extension

Start date: Discretion of CEP

Please submit Cover Letter and Resume through www.effectivepractice.org

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

Thank you in advance for your interest.