



## The Ontario College of Family Physicians Job Description

**Job Title:** Summer Student (2 positions)

The Ontario College of Family Physicians is the voice of family medicine representing more than 12,000 family physicians providing patient care across communities throughout Ontario. Our mandate is to support members by providing evidence-based education and professional development, by promoting and recognizing leadership excellence in family medicine, and by advocating for the role family physicians play in delivering the highest quality care to patients and families across Ontario.

### **Job Purpose**

These roles will be involved in providing administrative and data entry support to the Collaborative Mentoring Networks, Continuing Professional Development (CPD) and Member Engagement portfolios.

### **Duties and Responsibilities**

- Review and update OCFP's database of external stakeholder contacts to ensure information is current and accurate.
- Extract information from program and conference registration to ensure member lists are current and accurate.
- Conduct a review and reorganization of current electronic files as directed by the portfolio leads.
- Assist with the reformatting and uploading of documents into OCFP's new shared platform.
- Create a flow chart detailing where information and documents are electronically stored for quick reference and location of required files.
- Complete a review of online supports available and prepare a summary document of resources available by topic.
- Support the migration of content to a new OCFP online platform.
- Prepare manual certificates for Continuing Professional Development programs.
- Create contact lists for Continuing Professional Development outreach.
- Update conflict of interest and speaker engagement documents.
- Other duties as assigned.

### **Required Qualifications**

- Must be currently enrolled in a post-secondary program with a preference in business administration, computer science and/or technology.
- Previous experience in an office environment working with standard office equipment.

- Excellent attention to detail and strong keyboarding skills.
- Strong organizational, prioritization and time management skills to effectively manage multiple priorities.
- Excellent interpersonal skills and ability to work independently and as part of a team.
- Advanced knowledge of Microsoft Office 365, including Word, Excel, Adobe Acrobat and SharePoint.

These positions are Monday to Friday working 35 hours a week for a period of approximately 4 months.

Interested applicants are requested to submit their resume and cover letter to [ocfphr@ocfp.on.ca](mailto:ocfphr@ocfp.on.ca) by 5:00 pm on Wednesday, March 14<sup>th</sup>. The OCFP thanks all applicants for their interest in these positions, however only those selected for an interview will be contacted.