

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 18,000 healthcare providers each year through established relationships with key organizations, medical schools, colleges, and associations.

Position: Digital Coordinator

As the digital 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.

Primary Responsibilities:

- **Supporting the creation and development** of CEP's digital products (e.g. HTML website, EMR tools, eForms) including development of approach, design and implementation.
- **Interfacing with internal and external stakeholders** in support of the project such as clients, vendors, and deployment teams.
- **Coordinating various day-to-day activities**, including scheduling and coordinating events, creating and maintaining comprehensive project documentation, plans, reports, etc.

Minimum Qualifications

- University degree in an appropriate health, science or research related discipline or equivalent experience
- Minimum 3 years' experience in a related position
- Excellent communication skills, both oral and written
- 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 and familiarity with Electronic Medical Records (EMRs), Electronic Health Records (EHRs), and/or Hospital Information Systems (HISs)
- 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.



Centre
for Effective
Practice

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.