



eHealth Centre of Excellence
is currently seeking a full-time (Contract)
Project Coordinator

Program Overview:

The eHealth Centre of Excellence strives to work at both the provincial and local level to move eHealth initiatives in Waterloo Wellington, forward. The Centre's founding vision is one of innovation and partnership: to create a collaborative space in which to share knowledge, develop best practices and enable technology to support improved clinical care. Critical to the success of eHealth initiatives is working with system partners to support priorities that ensure the best case for the residents of Waterloo Wellington.

Position Description:

Reporting to the Program Manager the Project Coordinator is responsible for coordinating day-to-day activities and supporting project team members across all areas of work. The Project Coordinator will be required to initiate project planning with support from the team, to enable the successful implementation within structured deadlines and performance measures. This position requires an individual who excels in, enjoys handling many priorities at one time and thrives in a fast-paced work environment.

Key Roles and Responsibilities:

- Work closely with Program Manager and other team members to support the successful implementation of the initiative
- Coordinate project plan activities and deliverables to support projects
- Assists in developing and monitoring projects and plans, monitoring adherence to project schedules and tracking progress and time efficiencies
- Plan and coordinate appropriate internal/external meetings and opportunities
- Develop relationships with project managers and stakeholders to ensure project plan deliverables are effectively coordinated and issues are resolved
- Assist with documentation and ensure system support plans are in place, and maintain project workflow
- Handle incoming requests from multiple stakeholders in a timely and professional manner
- Create, update, and distribute meeting agendas
- Record and distribute meeting minutes and follow up on action items as directed

- Coordinate committees and working group meetings and assist in the development of supporting documentation, as required
- Other duties as assigned

Experience, Skills & Qualifications:

- Undergraduate degree in Business Administration, Health Sciences, Health Informatics, Health Administration, or equivalent
- Excellent written and verbal communication, and interpersonal skills with the ability to work with business stakeholders to achieve project goals
- Demonstrated ability to set priorities, identify issues and respond with solutions
- Strong organizational skills and attention to detail
- Demonstrated ability to plan and coordinate effective meetings, projects, and plans
- Demonstrated ability to work both independently and collaboratively in a team environment
- Demonstrated ability to manage competing priorities and meet deadlines
- Proficiency in the use of MS Office Suite; Outlook, Word, PowerPoint, Excel
- Demonstrated experience quickly building and maintaining effective and productive working relationships in complex, multi-stakeholder healthcare environments
- Demonstrated experience in resolving conflict and successfully building consensus
- Demonstrated experience organizing and maintaining effective program and project documentation
- Demonstrated experience working in cross functional teams
- Exceptional analytical and problem-solving skills
- Ability to work in a diverse and fluid working environment, recognizing that different opinions and backgrounds can bring strength to the tasks at hand
- Experience in the healthcare sector is an asset
- Demonstrated ability to attend work on a regular basis
- Some travel will be required

If this position is of interest to you, please submit your cover letter and resume to: hr@family-medicine.ca

The CFFM Care Innovations team is a respectful and inclusive workplace. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact Human Resources at hr@family-medicine.ca for assistance.

We thank all interested applicants; however, due to the volume of resumes we receive only those selected for an interview will be contacted.