



Membership & Governance Coordinator – Maternity Leave Coverage
Calgary, Alberta
Deadline: September 30, 2015

Calgary Foothills Primary Care Network (CFPCN) is a group of more than 400 family doctors who work with other health professionals and Alberta Health Services to provide care for about 369,000 patients in north Calgary and Cochrane. Clinics, programs and workshops are developed in partnership with physicians to meet patients' everyday health needs. CFPCN has established a team environment in which staff are encouraged to take initiative, be creative and contribute to collaborative decision-making.

Position Summary

The Membership Coordinator reports to the Business Manager of the CFPCN Physician Corporation and is integral to supporting the members of the Physician Corp as well as its Board of Directors.

Responsibilities

Key aspects of the position may include, but are not limited to:

- Assists with planning and preparation for Board and Committee meetings, including research/drafting policies, procedures, etc.
- Assists with tracking of action items and decisions from Board and Committee meetings.
- Assists with planning, preparation and coordination of the Annual General Meeting, annual Board Orientation, Annual Return (Alberta Registries), etc.
- Assists with document control of all Board and Membership records.
- Attends Board and Committee meetings – prepares draft minutes.
- Responsible for coordinating meeting venues and catering.
- Responsible for tracking and input of all forms for approximately 400 members.
- Responsible for communication with individual member regarding paperwork (confirming receipt, answering questions, problem solving, etc.)
- Responsible for updating a variety of lists and tracking all changes received from members and other parts of the organization.
- Responsible for monthly creation and distribution of member lists (20+) to various parts of the organization and health system partners.
- Responsible for processing, tracking, submission and filing of all new member paperwork.

Knowledge, Skills, and Abilities

- Excellent organizational, time management, analytical and problem solving skills
- Strong attention to detail and accuracy
- Strong interest in governance and policy
- Excellent communication skills, both written and verbal
- Ability to work independently as well as in a team-oriented environment
- Understanding of the customer service role within an organization
- Understanding of records management and document control
- Strong prioritizing skills
- Proficiency with Microsoft Office (Word, Excel and Power Point)
- Ability to thrive in a dynamic, evolving environment
- Post-secondary plus a total of three years' experience at a senior administration level - or - successful completion of an Administration Program. (University degree an asset)
- Valid driver's license

If your background matches the qualifications listed above and are looking for an opportunity with a dynamic organization that is making a difference in the community, please submit your resume in confidence to careers@cfpcn.ca.

Please note that only candidates considered for an interview will be contacted.