



Project Coordinator

Position Title: Project Coordinator

Location: Sunnybrook Health Sciences Centre, 2075 Bayview Ave, Toronto ON

Type: Permanent Full-Time; Hybrid work environment

Contact: rgp.toronto@sunnybrook.ca

Job Posting: until filled

RGP Background:

The RGP is a leader in advancing a health care system in the Greater Toronto Area (GTA) with the commitment, knowledge and skills to provide effective and efficient diagnostic assessment, treatment and rehabilitation services to the growing population of older persons, particularly frail elders, who are expected to benefit from them.

The RGP is seeking an experienced project coordinator with interest in the care of older adults, continuing health professional development and implementation of operational projects. The role would involve project consultation and proposal writing, driving and supporting RGP projects and initiatives, analyzing and evaluating the progress of our various projects and programs.

Responsibilities

Working with the Directors and other team members, the **Project Coordinator** will:

- Support development of projects and proposals, in particular providing input on project objectives, research and evaluation methods, learning modules and data management systems
- Develop project plans to include milestones, tasks, and target/actual dates of completion
- Prepares and submits project status reports to management
- Critically appraise research literature
- Develop qualitative and quantitative survey tools
- Coordinate and manage the collection, analysis, and reporting of data
- Write/present reports

Education and Experience

- Undergraduate degree in public health, health administration, health sciences, industrial engineering, health informatics or business administration (Master's degree preferred)

- 3-5 years of experience in healthcare systems; experience working in a health care organization or geriatrics an asset
- Minimum 2 years of related experience in project management or consulting; Project Management Professional certification an asset
- Proficiency in Microsoft Office suite applications such as Word, Outlook, Visio, PowerPoint, Power BI and Excel, including other software such as CANVA, Canvas etc.
- Experience in evaluation methods and the management and analysis of data sets

Qualities

- An aptitude for accuracy, detail and quality oriented
- Analytical, problem-solving and critical thinking skills
- Self-directed, with the ability to work independently and efficiently in a fast-paced environment; inquisitive and comfortable to respectfully challenge status quo in the spirit of continuous improvement and achieving relevant RGP goals
- Strong communication (written and oral) and interpersonal skills and the ability to build and maintain strong relationships with key stakeholders at all levels
- Excellent time management and organizational skills; Ability to adapt to changing requirements
- Demonstrated professionalism, including taking ownership for work, meeting commitments, good judgment, and diplomacy
- Ability to work in a team-oriented, collaborative environment
- Familiarity with knowledge to practice processes and online collaboration/learning an asset
- Knowledge of Personal Health Information Protection Act, Personal Information Protection and Electronic Documents Act, and other legislation related to health information is an asset
- Knowledge of trends, strategic frameworks, and advances in data and analytics capabilities considered an asset

Accountability

The **Project Coordinator** works under the supervision of the RGP Directors and collaborates with program directors, managers, health professionals, and other staff throughout the RGP Network.

How to Apply

Please email your cover letter and resume (as one PDF file) to rgp.toronto@sunnybrook.ca. Please state ***“Project Coordinator Application”*** in the email subject line.

Applications will be reviewed as they are received until the position is filled. Only candidates selected for an interview will be contacted.

The RGP is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your application.

www.rgptoronto.ca