



is currently seeking a full-time (Contract)  
**Project Coordinator**

**Program Overview:**

The eHealth Centre of Excellence (eCE) develops, implements and advances digital health tools and services to better serve patients and clinicians across Ontario. The eCE advocates for the continued and improved use of technology to enhance the connection and relationship clinicians and patients have with each other and with the Ontario and Regional healthcare system. This initiative is supported by the deployment of digital health technologies such as Electronic Health Records, eReferral, eConsult, Virtual Visits, Tablets, Robotic Process Automation (RPA), along with collaborative partnerships with regional and provincial agencies. Critical to the success of eHealth initiatives is working with system partners to support priorities that ensure the best care for patients. The eCE's founding vision is one of innovation and partnership, with a mission to create a collaborative space used to share knowledge, develop best practices and utilize technology to enrich clinical care.

**Position Overview:**

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. This position requires an individual who excels in, enjoys handling many priorities at one time and thrives in a fast-paced work environment, with demonstrated excellence in written and verbal skills.

**Key Roles and Responsibilities:**

- Work closely with Program Manager and other team members to support the successful implementation of the initiative
- Coordinate project and program activities and deliverables
- Assists project manager in monitoring projects and plans
- Plan and coordinate appropriate internal/external meetings and opportunities
- Assist with documentation and ensure system support plans are in place, and maintain project workflow
- Assist in the creation of any required ad hoc reports and/or communications
- Handle incoming requests from multiple stakeholders in a timely and professional manner
- Coordination of meetings, development of agenda, taking of minutes, maintenance of membership, dissemination of materials and follow up on action items as directed Work closely with Project Manager to support the coordination of committees and working group meetings

- Assist with the creation and distribution of updates for project stakeholders
- Other duties as assigned

**Experience, Skills & Qualifications:**

- Undergraduate degree in Business Administration, Health Administration, Health Informatics, 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, meet deadlines, identify issues and respond with solutions
- Strong organizational skills and attention to detail
- Demonstrated ability to work both independently and collaboratively in a team environment
- 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
- 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
- Some travel will be required
- CAPM is an asset

If this position is of interest to you, please send your cover letter and resume to: Human Resources at [hr@ehealthce.ca](mailto:hr@ehealthce.ca)

Feel like you don't meet all the requirements? If you have some of the skills and experience that we're looking for and are willing to learn the rest, we encourage you to reach out to us!

The eHealth Centre of Excellence 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@ehealthce.ca](mailto:hr@ehealthce.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.