

ACFD Oral Health Access Fund project

PROJECT SUMMARY

An essential element in improving access to oral health care is to ensure that oral health care professionals (OHCP) such as dental assisting, dental hygiene, dental therapy, denturists, dentistry, and dental specialist learners are knowledgeable concerning the barriers to care faced by marginalized groups. The project's overall goal is to develop and make available nationally a broad range of learning modules to better prepare OHCP learners to deliver care to marginalized groups. These modules can also be used for professional development of licensed professionals. A project team led through the Association of Canadian Faculties of Dentistry (ACFD), comprising of expert educators and other stakeholders such as representatives of marginalized groups will perform the work. We anticipate developing about 10-12 evidence-based and patient/community group-centered modules available to teach OHCP learners and practicing professionals to be housed on the ACFD website.

TITLE: Project Manager

RESPONSIBLE TO: OHAF project academic lead

TIME COMMITMENT: 5 days/week

COMPENSATION: Up to \$80,000-100,000/year (FTE) depending on training and previous experience

Proposed Start Date: TBD

DUTIES:

- Work closely with and under the supervision of the project academic lead to:
 - Hire staff
 - Coordinate and liaise with all stakeholders involved in project, including organizing and running meetings and any subsequent actions
 - Oversee creation of module teams
 - Organize and coordinate the module teams
 - Oversee content development of modules
 - Oversee and coordinate creation of modules
 - Oversee and coordinate module delivery
 - Oversee and coordinate integration of project material with ACFD website
 - Oversee and coordinate evaluation of modules
 - Oversee and organize module online and in-person meetings and travel when necessary
 - Oversee module report preparation and other forms of project dissemination
 - Prepare activity reports for federal government
 - Oversee finances of project
 - Oversee and coordinate translation of project material between English and French as necessary
 - May be required to perform related duties not exceeding skills and capabilities as required

QUALIFICATIONS AND EXPERIENCE FOR THE POSITION:

- Possession of highly developed time management, administrative and organizational skills.
- Experience in written and oral communications for formal documents, website and other settings.

- Experience in project management and leading projects.
- Ability to respond to the multiple needs of performing the project work in a timely manner.
- Ability to show initiative and judgment and work independently and collaboratively in a fast-paced environment required
- Flexibility of time and person.
- Bilingualism is an asset.

APPLICATION PROCESS

Necessary application documents:

- Letter of application outlining previous experience and reasons for application
- Curriculum vitae
- Names and contact information of 3 referees

Send application material to admin@acfd.ca. The process of selecting the successful candidate will start as of January 19th 2026. Short-listed candidates will be contacted for an online interview.

For further information on the project and work, contact ACFD Executive Director, Dr. Paul Allison at paul.allison@mcgill.ca