

## **JOB TITLE: RCCbc Project Assistant**

### **JOB SUMMARY**

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Reporting to the Executive Director, the Project Assistant is responsible for providing administrative support to designated RCCbc Project Team Leads within RCCbc. The Project Assistant has a key role in project support, implementation and delivery of various projects. The incumbent will receive work direction from Project Team Leads, and will work closely with rural, remote and Indigenous communities, partners and stakeholders.

The position requires strong interpersonal and customer service skills as it involves frequent connections with various internal stakeholders and external agencies. The duties will vary from day to day and will involve a wide variety of tasks in service to the organization.

### **NETWORK SUMMARY**

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Led by rural physicians, the Rural Coordination Centre of BC (RCCbc) is a network that improves the health of rural people and communities across British Columbia. We cultivate relationships and networks, facilitate rural health discussion, coordinate rural health projects, create learning opportunities for rural healthcare practitioners, advocate for a healthy rural British Columbia, stimulate rural health research, and develop healthcare leaders. Funded primarily by the Joint Standing Committee on Rural Issues, our network partners include healthcare providers, healthcare administrators, community members, policymakers, educators, researchers, and non-profit and business leaders.

RCCbc is committed to advocating for equity in rural, remote and Indigenous healthcare, and this includes advancing the recommendations in the Truth and Reconciliation Calls to Action (TRC) and embedding our work with respectful relationships and reciprocity, and leading with compassion, empathy and inclusivity.

## KEY DUTIES AND RESPONSIBILITIES

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- Supports the planning, development and implementation of projects.
- Acts as a frontline engagement for RCCbc with rural community partners to invite and help organize meetings and events.
- Schedule and organize working group meetings. Takes and transcribes minutes and distributes in a timely manner and follows up on appropriate action items.
- Assists with organization and planning of events and courses, including catering, accreditation and timing and efficient shipping to/from rural communities.
- Researches and arranges travel and accommodation bookings.
- Coordinates and assembles materials for meetings and courses from a variety of sources.
- Prepares and tracks course invoices and payments.
- Produces and processes faculty claim forms.
- Monitors and tracks budgetary expenditures.
- Prepares program finance requisitions, tracks and reports program finances and budget, including monthly credit card reconciliation.
- Assists with the dissemination of information and knowledge related to projects and key programs and initiatives.
- Produces and maintains a variety of accurate and well-designed documents including spreadsheets, presentations, correspondence, expense claims, briefing notes, memos, minutes, and meeting agendas.
- Travels and provide onsite program support, when required.
- Updates and maintains the program information on RCCbc website.
- Provides administrative support to any other designated team members in the programs.
- Provides support on special projects by researching, compiling reports or surveys, and summarizing information.
- Maintains prompt, courteous, and respectful interactions with physicians, non-physician personnel and all staff members at all times.
- Performs other related duties as assigned.

## QUALIFICATIONS

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### **Education, Training and Experience**

- High school graduation supplemented by business or post-secondary courses, equivalent to up to one year of study with at least 3-5 years related experience.
- Rural experience and have a passion/lived experience in improving rural health in patients and communities

### **Skills & Competencies**

- Excellent interpersonal skills, advanced written and verbal communication, pro-active problem-solving abilities, and a well-demonstrated ability to work with others as part of an interdisciplinary team
- Demonstrated knowledge and ability to work with diverse populations, incorporating diverse perspectives, values, and approaches into planning
- Exceptional attention to detail and an advanced ability to organize information and multi-task/ prioritize in a busy environment
- Manages time effectively and meets ongoing deadlines
- Highly proficient with databases, MS Office (particularly Word, Excel, and PowerPoint), email, and the internet
- Critical thinking and problem-solving skills essential

RCCbc welcomes and encourages applications from equity deserving groups and diverse experiences including, but not limited to, Indigenous people, racialized people, people with disabilities, and members of the 2S/LGBTQIA+ community. We are an equal opportunity employer, and our employees are people with different strengths, experiences and backgrounds, who share a passion for improving people's lives. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other parts of one's identity. All of our employee's points of view are key to our success, and inclusion is everyone's responsibility.

If there are any barriers that you are experiencing or require an accommodation that we can provide, to support you through the application process, please reach out to us at [careers@rccbc.ca](mailto:careers@rccbc.ca).

**Location:** Individual/applicant must reside in British Columbia.

**Node Office:** Hybrid or remote option dependent upon location.

**Compensation:** \$52,000-\$60,000

Please send cover letter and resume to [careers@rccbc.ca](mailto:careers@rccbc.ca)