



RCCbc Project Coordinator

Job Summary

The Project Coordinator will work closely with Project Lead(s) and RCCbc Leadership and will report directly to the Executive Director, Operations at RCCbc. The Project Coordinator has a key role in supporting working groups with the development and implementation of new projects. The Project Coordinator plays a critical role in project support, implementation, and delivery.

Program Summary

The Rural Site Visits Project helps connect the rural grassroots community to the health policy makers by listening, understanding, and amplifying the rural voice. This project engages with rural clinicians, health administrators, municipalities, First Nations and academia to listen to what their successes, gaps and innovations are.

Network Summary

The Rural Coordination Centre of BC (RCCbc) strives to improve the health of rural citizens and communities within British Columbia. The RCCbc serves as a network that facilitates discussions between Health Administrators, Policy Makers, Rural Communities, Linked Sectors, Academia and Health Providers on coordination of rural healthcare services, improvement of effective collaboration, network partnership and leadership and to promote understanding of rural health challenges and opportunities.

KEY RESPONSIBILITIES AND DUTIES:

- Supports the annual planning, development, and implementation of the Rural Site Visits Project.
- Liaises and engages with rural community stakeholders, partners and First Nations.
- Develops and fosters relationships with key internal and external stakeholders necessary to build networks and support projects
- Prepares pre-community documents and information packages for local communities in advance of the site visit.
- Coordinates Site Visit activities for project teams to ensure the project progresses on schedule.
- Ensures timely and appropriate follow up from Site Visits with local key stakeholders

- Collects data on-site and / or coordinates with staff who are on site to ensure data collection and input into data management system.
- Maintains budget and tracking program/community expenditures.
- Coordinates and books travel, accommodations, prepares trip itinerary for Site Visitors and staff. Research best possible route to community recognizing that multiple modes of travel may be required
- Travel to rural communities, as needed, and provides onsite support for visits including taking minutes/meeting notes.
- Plan and support various manuscript working groups. Performs various editorial duties; writes, reviews and edits various materials for reporting/publication.
- Prepares final research findings into reports utilizing communication and research tools including reports, papers, web-based applications, data visualization applications, Excel spreadsheets, graphs, and PowerPoint as part of RCCbc's knowledge translation strategies including community and scientific oriented publications
- Works with Site Visitor Lead to prepare summaries of program, reports to the community and reports to the Joint Standing Committee on Rural Issues
- Updates/maintains the application for ethics with the University of British Columbia
- Identify, collect, and analyze project information and provide input and recommendations to project team.
- Schedules meetings, organizing catering, and maintaining the on-line scheduler.
- Prepares agenda materials (photocopying, mailing, couriering, and emailing) relating to meetings and/or projects, for distribution to meeting participants and taking minutes
- Provides support on special projects by researching, compiling reports or surveys, and summarizing information.
- Attends offsite events, conferences, and seminars as required to represent RCCbc
- Performs other related duties as assigned.

QUALIFICATIONS

Education, Training and Experience

- Bachelor's degree in a relevant discipline.
- 3 to 5 years' experience, or the equivalent combination of education and experience.
- Rural experience and have a passion/lived experience in improving rural health in patients and communities

Skills and Competencies

- Rural experience and have a passion/lived experience in improving rural health in patients and communities.
- Demonstrated knowledge and ability to work with diverse populations, incorporating diverse perspectives, values, and approaches into planning
- Experience working with/engaging physicians and rural community groups

- Experience coordinating budgets and financial information.
- Strong teamwork skills and a demonstrated ability to deliver successful outcomes by influence and motivation.
- 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
- Highly developed organizational skills and the ability to set priorities and effectively coordinate multiple functions.
- Exceptional attention to detail and an advanced ability to organize information and multi-task/ prioritize in a busy environment
- High level of computer literacy including intermediate level experience with Word, Outlook, PowerPoint, Excel, and Internet Explorer.
- Have the ability to travel in rural BC.