



JOB TITLE: Project Assistant, RCCbc

SPIRIT AND INTENT

The individual who takes on this staff position will prioritize respectful relationships and reciprocity, and will lead with the guiding principles of empathy, compassion, integrity, and inclusivity. They will be a continuous learner who is not afraid of experiencing adversity or discomfort as they recognize it is part of growth. They will strive to listen, hear, understand, and communicate mindfully. They are committed to growing the vision of compassionate leadership training and to support the creation of provincial compassionate leadership champions. They will work respectfully with Elders and Indigenous leaders, communities, health professionals and patients with trauma-informed care education.

JOB SUMMARY

In accordance with the established vision and values of RCCbc, the Project Assistant will receive work direction from the Senior Manager, Health, Equity, and Engagement at UBC CPD and Senior Manager, Operations and Administration, RCCbc and will report directly to the Executive Director, Operations at RCCbc. The Project Assistant has a key role in supporting the Compassionate Leadership Training Program, under the leadership of Heather and Shawn Atleo. The Project Assistant also supports and facilitates the financial administration for RCCbc.

PROGRAM SUMMARY

Compassionate Leadership - Grounded in both Indigenous and Western pedagogy, Compassionate Leadership offers a leadership philosophy, approach and skills program wrapped in the concept of relationality and foundational principles to 'add no harm,' focus on connection before content, and build non-violent resilience. Practicing Compassionate Leadership offers a way to create psychological safety; avoid, resolve or work through complex conflict; and enhance and deepen relationships

ORGANIZATIONAL SUMMARY:

The Rural Coordination Centre of BC (RCCbc) mission is to promote improvement in the health status of people living in the rural communities of British Columbia. The RCCbc serves as a strategic forum that facilitates discussions between Partnership Pentagram Plus (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 DUTIES AND RESPONSIBILITIES

1. Acts as a frontline engagement for Compassionate Leadership Program to help organize retreats and events.
2. Supports the planning, development, and implementation of projects.
3. In collaboration with Events Assistant, coordinates event logistics including booking venue, accommodations, and catering.
4. Coordinates activities to ensure program progresses on schedule.
5. Monitors budgetary expenditures for the Compassionate Leadership Program.
6. Prepares finance requisitions, verifying accuracy of information including account coding, reviewing backup documentation and processes claims.
7. Reconciles, monitors and investigates errors and discrepancies on various accounts which may include preparing or correcting journal entries, following up on outstanding items and resolving issues with various individuals/staff.
8. Responds to finance inquires and provides support to staff and consultants to help in the valid preparation of claims, reimbursements, payments and interpreting financial policies and procedures as relevant.
9. Coordinate and assemble materials for program and meetings from a variety of sources
10. Takes, transcribes, and distributes minutes of various meetings in a timely manner and as required
11. Produces and maintains a variety of accurate and well-designed documents including spreadsheets, presentations, correspondence, expense claims, briefing notes, memos, minutes, and meeting agendas
12. Develops and fosters relationships with key internal and external stakeholders necessary to build networks and support projects
13. Assists with the dissemination of information and knowledge related to projects and key programs and initiatives under the identified mandate areas through a variety of vehicles.

14. Prepares, formats, and distributes various complex documents, including reports, spreadsheets and PowerPoint presentations.
15. Performs other related duties and/or projects
16. Travel as needed

QUALIFICATIONS

Education, Training and Experience

- High school graduation supplemented by business and secretarial courses equivalent to up to one year of study
- 3 to 5 years experience, or the equivalent combination of education and experience.
- Experience with processing of claims and program administration.

Skills and 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

Please send cover letter and resume to Ashley amedwid@rccbc.ca

Thank you for your interest in; only those candidates selected for an interview will be contacted.