

## JOB TITLE: RCCbc Project Coordinator

### JOB SUMMARY

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In accordance with the established vision and values of the organization, the Project Coordinator will work closely with Project Managers and will report to the Executive Director, Operations. The Project Coordinator supports, facilitates, and organizes project activities and plays a critical role in project implementation and delivery.

The Project Coordinator will be responsible for supporting and facilitating the administration of several projects including, but not limited to, the **Rural Obstetrics and Maternity Sustainability Plan** (ROAM SP) program and the **Rural Surgical and Obstetrical Networks** (RSON). The incumbent will receive work direction from Project Team Leads and will work closely with rural communities, rural maternity providers, and their teams across BC.

### 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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- Liaises and engages with rural community working groups, including providers, administrators, staff, and partners.
- Develops and fosters relationships with key internal and external collaborators necessary to build networks and support projects.
- Help dissemination project information.
- Provides oversight on financial claim submissions ensuring eligibility and accurate account coding and prepares claims, invoices and other financial forms for the projects as needed
- Maintains budget while tracking program/community expenditures.
- In collaboration with RCCbc Finance team, 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.
- Identify, collect, and analyze project information and provide input and recommendations to project team.
- Schedule meetings, organize catering for events, and maintain program schedules/calendars.
- Books travel and accommodations for program activities, as needed.
- Prepares and distributes agenda materials relating to meetings and/or projects, as well as taking and distributing minutes.
- Creates and maintains document templates.
- 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.
- Travel, as needed.
- Performs other related duties as assigned.
- 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.
- Performs other related duties and/or projects.

## QUALIFICATIONS

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

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

### **Skills & Competencies**

- Commitment to continuing along their cultural safety and humility journey.
- Experience working with/engaging physicians and rural community groups
- Ability to effectively explore alternatives in order to make appropriate decisions
- Physical ability to perform the duties of the position and ability to travel in rural BC
- 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:** \$62,000 to \$70,000

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