

JOB TITLE: RCCbc Senior Project Coordinator

Temporarily Full Time (Parental Leave) for 14 months

JOB SUMMARY

In accordance with the established purpose and values of the Rural Coordination Centre of BC, the Senior Project Coordinator will work closely with Project Lead(s) and report to the Director, Engagement and Outreach. The Senior Project Coordinator has a key role in operational planning and budgeting while supporting, facilitating and organizing project implementation and delivery focused on engagement and outreach.

In addition, the Senior Project Coordinator has responsibility for coordination and advancement of the RCCbc for Inclusion, Social Justice and Equity Action Plan, including ongoing dialogue with physician leads and an established advisory group.

NETWORK SUMMARY

Led by rural physicians, the Rural Coordination Centre of BC (RCCbc) is a network that works to improve the health of people and their communities in rural BC. 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. We serve all rural, remote and Indigenous communities in BC covered by the ***Rural Practice Subsidiary Agreement***.

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

1. Actively supports the management and facilitation of engagement and outreach initiatives.
2. Coordinates activities related to the RCCbc for Inclusion, Social Justice and Equity Action Plan.
3. Maintains ongoing engagement with community connectors to identify unmet or emerging needs and provides support in the development of strategies to meet these needs. This engagement may involve travel to rural sites.
4. Supports the ongoing operation of various working groups and networks, including agenda planning, communication with members, arranging meetings and managing action items.
5. Develops and fosters relationships with key internal and external stakeholders necessary to build networks and support projects.
6. Prepares regular project summaries and updates for project teams, RCCbc Leadership or others as requested.
7. Collaborates with Program Leads to understand engagement and outreach needs of projects/initiatives, including developing, implementing, and maintaining engagement strategies to enable success.
8. 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.
9. Helps develop and monitor annual plan including updating and distribution of work plan documents, project schedule, budgets and expenditures.
10. Prepares communication documents for program/project leads, community working groups, and other stakeholders including regular project updates.
11. Identifies, collects, and analyzes relevant information relating to current projects, and provides input and recommendations to project/program team for development, implementation, analysis, dissemination of findings, and policy/practice implications.
12. In collaboration with the Communications Lead, develops and implements communication strategies.
13. Collaboratively executes and monitors all milestones, deliverables, approvals, and sign-offs.
14. Coordinates activities of project teams to ensure the project progresses on schedule.
15. Performs other related duties and/or projects.
16. Travel as needed.

QUALIFICATIONS

Education, Training and Experience

- Post-graduate degree in a relevant discipline.
- 5 to 7 years experience, or the equivalent combination of education and experience.

Skills and Competencies

- Rural experience and have a passion/lived experience in improving rural health in patients and communities
- Demonstrated knowledge of cultural safety and experience working with First Nations, Inuit and Métis peoples
- 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
- Knowledge of project management concepts, methods, practices, and tools
- Ability to provide leadership to others in a team setting
- 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
- Critical thinking and problem-solving skills essential
- Flexibility and willingness to travel to rural sites across the province
- Highly proficient with databases, MS Office (particularly Word, Excel, and PowerPoint), email, and the internet
- Ability to effectively present and clarify requirements, and gain support for expectations, ideas, and concepts with various audiences/stakeholders
- Ability to create and achieve results by engaging and influencing individual, group, or departmental goals
- Ability to inspire and guide individuals toward goal achievement
- Ability to effectively explore alternatives in order to make appropriate decisions
- Physical ability to perform the duties of the position



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.

Location: Individual/applicant must reside in British Columbia.

Node Office: Hybrid or remote option dependent upon location.

Compensation: \$74,545 to \$87,696

Please send cover letter and resume to careers@rccbc.ca.