



**Rural Coordination Centre of BC**  
620–1665 West Broadway  
Vancouver, BC V6J 1X1  
604-738-8222 (direct) | 1 877 908 8222 (toll free)

## **JOB TITLE: RCCbc People & Culture Administrative Coordinator**

### **JOB SUMMARY**

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Taking work direction from Senior Management, the People & Culture Administrative Coordinator will help cultivate, create a positive, relationship-based, and high-performing network culture. The People & Culture/Administrative Coordinator is responsible for assisting with day-to-day HR/Onboarding related activities, coordinating and planning health care leaders check ins and events to ensure a high-performance network culture is maintained, and support regular day to day organizational operations.

### **NETWORK SUMMARY**

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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

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### Human Resources Coordination

- Supports the onboarding/offboarding and orientation activities of new team members, including those hired through RCCbc regional Nodes.
- Develops and maintains general onboarding materials and manuals. Working with team leads to collate and send program/initiative specific onboarding resources/materials.
- Prepares welcome packages, sets up 1 to 1 meet n greets with team members, coordinates technology needs and ensures that new team members are properly set up and welcomed on their first day/week.
- Supports payroll processing and benefits administration including adding new members and keeping track of adjustments and changes.
- Track and monitor completion of HR activities, such as benefits enrollment, performance reviews, and vacation trackers.
- Participating in sensitive and confidential matters including employee relations, and organizational changes. Maintain HR electronic filing systems; ensuring accuracy and completeness of confidential personnel files and team member records.
- Assist in the recruitment process: posting of open roles on recruitment sites, scheduling/coordinating interviews, and assisting with reference checks.
- Support regular RRSP uploads and updating staff benefits as needed.
- Research and keeps track of applicable professional development opportunities for team members.
- Act as a point of contact for staff benefits, payroll and other HR related inquiries.

## **Operations and Network Culture Coordination**

- Keeps track of and ensures staff milestones and birthdays are acknowledged accordingly.
- Acts as a first point of contact for any building related communications, checks mail regularly, orders office supplies as needed.
- Assists in the execution of team functions and reoccurring team meetings, including booking travel and accommodations.
- Schedules meetings, organizing catering, and assists with coordination.
- Prepares agenda materials relating to meetings and/or projects, for distribution to meeting participants and taking minutes.
- 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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### **QUALIFICATIONS**

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

- Bachelor's Degree in Human Resources or degree in a related discipline
- 3 to 5 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

- 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](mailto:careers@rccbc.ca).

**Location:** Individual/applicant must reside in BC, with the ability to work from Vancouver office regularly.

**Node Office:** Hybrid, Vancouver Office

**Compensation:** \$62,118 to \$73,080

**How to apply:** *Please submit your cover letter and resume to [careers@rccbc.ca](mailto:careers@rccbc.ca) by 11:59pm on October 31, 2024. This opportunity will remain posted until filled with priority consideration given to those who apply by the deadline.*