

## **JOB TITLE: RCCbc Project Assistant**

### **JOB SUMMARY**

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In accordance with the established vision and values of the RCCbc network, the Project Assistant will report directly to the Provincial Manager, Rural Continuing Medical Education (RCME) Community Program at RCCbc. The Project Assistant has a key role in supporting the administration of the RCME Community Program and other projects within RCCbc. Funded by the Joint Standing Committee on Rural Issues and managed by RCCbc, the RCME Community Program provides funding and implementation support to groups of physicians living and delivering care in Rural Subsidiary Agreement communities to address their collective learning needs.

### **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.

### **KEY DUTIES AND RESPONSIBILITIES**

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1. Ensure timely reimbursement and payment to RCME Community Program staff and physicians in accordance with the policies of the RCME Community Program by:
  - a. Reviewing submissions and attached documentation to verifying accuracy and eligibility.
  - b. Coding claims to the appropriate account.

- c. Responding to queries and providing support to RCME Community Program Coordinators and Physician Leads in the valid preparation of claims and payments, and in the interpretation of financial policies and procedures.
2. In collaboration with the Provincial Manager, RCME Community Program gather and analyze financial information the supports program expenditure tracking, monitoring, and reporting.
3. Coordinate, assemble, and ship promotion and information materials for distribution at conferences and events.
4. Schedule meetings, take, transcribe, and distribute minutes of various meetings in a timely manner.
5. Produce and maintain a variety of accurate and well-designed documents including spreadsheets, presentations, correspondence, expense claims, briefing notes, memos, minutes, and meeting agendas.
6. Develop and foster relationships with key internal and external partners necessary to build networks and support the RCME Community Program and other projects as required.
7. Compile data and prepare regular summaries and updates for the program team, RCCbc Leadership, and others as requested.
8. Assist with the dissemination of information and knowledge related to assigned projects.
9. Performs other related duties and/or projects.
10. Travel as needed to support engagement, conferences, and events.

## QUALIFICATIONS

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

- High school graduation supplemented by university or college courses equivalent to a minimum of one year of study.
- Minimum one year of relevant job experience, preferably in processing claims and program administration.
- Working knowledge of Microsoft Office, WordPress, and various design software, including Adobe Creative Suite, Canva, or other graphic design programs, is an asset.
- Rural experience and passion/lived experience in improving rural health for patients and communities.

### **Skills and Competencies**

- Experience working with/engaging physicians and rural community groups
- Excellent interpersonal skills, proficient in professional written and verbal communication, proactive 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 to 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), Microsoft Outlook, Teams, and Zoom.
- Ability to think critically and appropriately seek assistance and guidance.
- Physical ability to perform the duties of the position.

### **DEI Statement**

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:** \$51,765 to \$60,900

Please send cover letter and resume to [careers@rccbc.ca](mailto:careers@rccbc.ca). Please do not use AI to write your cover letter.

Thank you for your interest, only those selected for an interview will be contacted.