

JOB TITLE: RCCbc Project Assistant

JOB SUMMARY

In accordance with the established vision and values of the RCCbc network, the Project Assistant will co-report to the Provincial Manager, Rural Continuing Medical Education (RCME) Community Program and the Communications Lead at RCCbc. The Project Assistant has a key role in supporting the administration of the RCME Community Program and providing administrative support for the day-to-day Communication operations. 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

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

RCME Community Program

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; and

- 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. Compile data and prepare regular summaries and updates for the program team, RCCbc Leadership, and others as requested.
4. Develop and maintain effective working relationships with key internal and external partners necessary to build networks and support the RCME Community Program and related projects.

Communications team support

5. Provide administrative and operational support to the Communications team, including coordinating schedules, arranging meetings, preparing agendas, taking minutes, and distributing meeting records in a timely manner.
6. Maintain Communications team calendars and provide timely responses to meeting requests and scheduling needs.
7. Support communications workflow and team operations by preparing documents, maintaining files and records, tracking action items, and assisting with coordination across projects and activities.
8. Coordinate and ship promotional and information materials for conferences, events and other communications-related activities.
9. Provide administrative support for internal and external communications activities as needed, including travel coordination, logistics, document preparation and distribution support.

Overall Administrative support

10. Reconcile monthly corporate credit card receipts and statements, monitor and investigate discrepancies on internal accounts, and follow up on outstanding items to support resolution.
11. Produce and maintain accurate, well-organized documents and materials, including spreadsheets, presentations, correspondence, expense claims, briefing notes, memos, minutes and meeting agendas.
12. Plan and book travel and accommodation for assigned program and team activities, as needed.
13. Assist with the dissemination of information and knowledge related to assigned projects and activities.
14. Perform other related duties and support projects, as assigned.
15. Travel as needed to support engagement, conferences and events.

QUALIFICATIONS

Education, Training and Experience

- High school graduation supplemented by university or business courses equivalent to a minimum of one year of study.
- Minimum three years 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.

Location: Individual/applicant must reside in British Columbia.

Node Office: Hybrid or remote option dependent upon location.

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

How to apply: Please send cover letter and resume to careers@rccbc.ca by May 15th, 2026. Please do not use AI to write your cover letter.

Thank you for your interest, only those selected for an interview will be contacted. This opportunity will remain posted until it is filled with priority consideration given to those who apply by the deadline.