

ROAM & RCME Local Network Coordinator & Project Manager, Facility Engagement - Golden

The Golden health care team is currently hiring for three contract positions, each linked to a different program: Facility Engagement, the Rural Obstetrics and Maternity Sustainability Program (ROAM), Rural Continuing Medical Education Community Program (RCME). Please review the job descriptions and deliverables for each of the three roles in the document below.

While each position is described separately, there is a single hiring team seeking a candidate who can successfully fulfill the deliverables across all three contracts. The physicians supported will be similar across all three contracts.

The ideal applicant will be able to perform the duties of each role, apply for all three positions, and foster a collaborative, integrated approach to the work.

Please refer to each posting for specific responsibilities and submit your application accordingly.

Please submit one cover letter and resume to thermary@doctorsofbc.ca to be considered for all three positions. The deadline for applications is **4:30pm, June 5, 2026**.

ROAM Local Network Coordinator – Golden

Contract Description

Summary

Contract Title	ROAM Local Network Coordinator - Golden
Role Type	Contract
Contract Holders	ROAM Local Working Group – Golden Funding provided by the Rural Coordination Centre of BC (RCCbc)
Hours	Up to 15-20 hours per week
Remuneration	\$40-\$50/hour
Start Date	August 1, 2026
Location	Golden

Must be willing and able to travel for some meetings if needed. Flexible hours required. Occasional evening/early morning/weekend meetings.

Position

The ROAM Local Network Coordinator is a part-time contract role. The role supports the Local Working Group with its participation in the Rural Obstetric and Maternity Sustainability Program (ROAM). The Coordinator helps animate the local team’s maternity sustainability goals by providing coordination and administrative support; fostering collaborative partnerships; and liaising with physicians, nurses, health care practitioners, hospital and health authority administrators, RCCbc, UBC, and representatives from other organizations and communities. The Coordinator reports to the Local Clinical Lead(s). The Rural Coordination Centre of BC (RCCbc) funds the contract on behalf of the Local Working Group.

The Rural Obstetric and Maternity Sustainability Program is funded by RCCbc and aims to improve and support rural obstetric, surgical and maternity programs and services and enhance rural health care.

Key Responsibilities & Duties

- Be the primary contact for practitioners within the local and wider ROAM network
- Be the primary liaison with the RCCbc office
- Be the primary administrative liaison with associated organizations across the health care system
- Collaborate and communicate with the ROAM Network (RCCbc staff, clinical leads, other Local Network Coordinators, etc.) through meetings, email, and online communication platforms
- Coordinate local support for the ongoing ROAM and community initiatives, including, but not limited to, network development, clinical coaching, continuous quality improvement, knowledge translation/exchange and relationship building with local First Nations and Métis populations
- Coordinate, attend, and support ROAM Working Group meetings and initiatives
- Participate in regular check-in meetings with the Clinical Lead(s)
- Participate in the regular RCCbc hosted Local Network Coordinator meetings
- Assist practitioners within the Local Working Group with duties/initiatives including coordinating meetings as requested by the local team, documenting meetings and following up on action items,

booking travel and accommodation, scheduling assistance, organizing catering as needed, rooms or Zoom/MS teams lines for network activities, and tracking any claim forms required for activities

- Write proposals, planning documents, complete reports, and prepare presentations for Local Working Group activities
- Maintain member distribution lists for various initiatives
- Distribute ROAM communications and information to the Local Working Group
- Maintain and track financial accounts, projections, and determine eligibility of reimbursement according to established ROAM policies and guidelines
- Keep track of financial claims including midwife and physician sessional time, and registered nurse participation and expenses
- Track and assist with quarterly invoicing for Health Authority wage reimbursement
- Send financial claims and invoices to the host organization for processing
- Track and keep records of community projects and outcomes
- Fulfill ROAM reporting and evaluation requirements, with support of the Clinical Lead(s) and Working Group
- Coordinate with other funding organizations and programs that support rural perinatal health enhancement
- Provide local connections and support for staff from RCCbc and the ROAM team when applicable
- Collaborate and communicate with the ROAM Network (RCCbc staff, clinical leads, other Local Network Coordinators, etc.) through meetings, email, and online communication platforms

Experience

- Proven ability and experience with project coordination
- Computer skills required (Word, Excel, Outlook, PowerPoint, Zoom, Teams)
- Demonstrated collaborative skills
- Demonstrated administrative skills
- Ability to work independently and take initiative with limited supervision
- Pro-active problem-solving abilities and ability to think and act independently
- Excellent interpersonal skills, advanced written and verbal communication
- Well-demonstrated ability to work with others as part of an interdisciplinary team
- Demonstrated knowledge of, interest in, and commitment to rural health services
- Experience working with health care providers and health authorities an asset
- Experience with financial processing and/or budgets
- Proven ability to write proposals, reports and prepare presentations

Qualifications

- University degree preferred

Job Posting: Project Manager, Facility Engagement

Reports To: Golden & District Hospital Medical Staff Association (MSA)

Duration: One-Year Contract Position with Option to Renew

Start Date: July 1, 2026 (negotiable)

Application Deadline: June 5, 2026, 4:30pm

Overview

The Project Manager provides project support to the Golden and District Hospital MSA. The Project Manager supports the engagement activities, budgeting, proposal preparation, and accountability reports to stakeholders. This is done with a focus on improving collaboration and quality improvement with Health Authorities, consistent with the goals of the Facility Engagement Initiative. More information on the Facility Engagement Initiative and the Memorandum of Understanding: Regional and Local Engagement can be found [here](#).

Key Responsibilities and Duties

At the direction of the Board of Directors, the Project Manager:

- Supports the development and implementation of structures and processes that support the MSA to prepare to meet the Memorandum of Understanding: Regional and Local Engagement.
- Provides direct support to the society in developing effective engagement processes and lines of communication among the medical staff of the Golden and District Hospital.
- Coordinates, schedules, and attends the MSA's meetings and meetings between the society (or its representatives) and the Health Authority.
- Provides administrative and corporate governance support for the Association's and directors' meetings, including preparation of meeting packages, agendas, briefing and discussion documents, minute-taking for meetings, and arrangements for meeting logistics.
- Coordinates submitted projects/initiatives; maintains records for financial reporting analysis.
- Liaises with the society's Facility Engagement Lead on matters related to the operations, projects, and programs of the society, as appropriate.
- Summarizing and reconciling all monthly transactions against the bank and submitting billings for sessional payments and operational costs.
- Support the Board of Directors in essential internal program leadership activities, including work plan and budget planning processes.

Skills & Qualifications

- A Master's or Bachelor's degree in health, administration, community development or similar. With 5 to 10 years' experience or an equivalent combination of relevant education and experience.
- Knowledge of health regions and acute-based health care services, and experience working with physicians and health authorities, preferred.
- Demonstrated leadership skills with experience in leading complex change. Experience with quality improvement and evaluation would be an asset. Diplomatic problem-solving and conflict-resolution skills.
- Exceptional organizational, delegation, presentation, communication, facilitation, and relationship-building skills. Project and budget management experience.
- Ability to handle multiple projects, meet tight deadlines and work independently and in a team environment. Excellent computer skills (i.e. Word, Excel, Outlook, and PowerPoint).

RCME Local Coordinator – Golden

Contract Description

Summary

Contract Title	RCME Local Coordinator - Golden
Role Type	Contract
Contract Holders	RCME Community Program – Golden Funding provided by the Rural Coordination Centre of BC (RCCbc)
Hours	Up to 5 hours per week
Remuneration	\$40-\$50/hour
Start Date	August 1, 2026
Location	Golden

Must be willing and able to travel for some meetings if needed. Flexible hours required. Occasional evening/early morning/weekend meetings.

Position

The Local RCME Coordinator is a part-time contract role That supports the planning, coordination and delivery of Rural Continuing Medical Education (RCME) activities within the community. The coordinator works closely with the RCME Physician Lead(s), local physicians, and the RCME Team at RCCbc to identify community learning needs and facilitate high-quality educational programming.

The role provides administrative, logistical, and coordination support to ensure RCME activities are effectively delivered, well-attended, and aligned with community priorities. The coordinator also plays a key role in maintaining communication channels, supporting accreditation processes, and strengthening relationships across the local and provincial RCME network.

The coordinator reports to the RCME Physician Lead(s), with functional support from the RCME team at RCCbc.

Key Responsibilities & Duties

- Be the primary contact for physicians and stakeholders related to local RCME activities and coordination.
- Collaborate and communicate with the RCME network, including Physician Leads, RCCbc staff, other Coordinators, and partners, through meetings, email, and virtual platforms.
- Coordinate local support for ongoing RCME initiatives, including community learning needs identification, educational program planning, and knowledge sharing activities. Coordinate, attend, and support RCME Committee meetings and related initiatives, including preparing agendas, documenting discussions, and tracking action items.
- Participate in regular check-in meetings with the RCME Physician Lead(s) and RCCbc RCME team, as well as provincial RCME meetings such as Community of Practice sessions.

- Support physicians and the local RCME team with coordination of activities, including scheduling meetings, booking venues or virtual platforms, arranging catering, and organizing required logistics. Plan, coordinate, and execute RCME events, including managing registration, attendance tracking, and onsite event support. Coordinate visiting speakers, including travel arrangements, accommodation, and scheduling.
- Prepare documentation and materials required for RCME activities, including agendas, learning objectives, speaker information, sign-in sheets, and evaluations. Support accreditation processes for RCME activities by gathering and submitting required documentation and ensuring compliance with applicable guidelines. Distribute and collect post-event evaluations and support the compilation of feedback results.
- Maintain and update physician and stakeholder distribution lists and communication channels. Distribute RCME-related communications, events, and opportunities to physicians and partners. Maintain and update the local RCME calendar and ensure activities are communicated broadly to stakeholders.
- Track and submit expenses, invoices, and financial documentation to the RCCbc RCME team in accordance with program processes. Maintain records of RCME activities, participation, and outcomes to support reporting and evaluation requirements. Support preparation of reports, summaries, and planning documents related to RCME programming. [Local RCME...Job Duties | Word]
- Provide local coordination support for RCCbc and RCME network initiatives when applicable. Build and maintain strong working relationships with physicians and community partners to support ongoing engagement and program success

Experience

- Proven ability and experience with project coordination
- Computer skills required (Word, Excel, Outlook, PowerPoint, Zoom, Teams)
- Demonstrated collaborative skills
- Demonstrated administrative skills
- Ability to work independently and take initiative with limited supervision
- Pro-active problem-solving abilities and ability to think and act independently
- Excellent interpersonal skills, advanced written and verbal communication
- Well-demonstrated ability to work with others as part of an interdisciplinary team
- Demonstrated knowledge of, interest in, and commitment to rural health services
- Experience working with health care providers and health authorities an asset
- Experience with financial processing and/or budgets
- Proven ability to write proposals, reports and prepare presentations

Qualifications

- University degree preferred