

JOB TITLE: RCCbc Program Assistant

JOB SUMMARY

Reporting to the Executive Director, the Program Assistant is responsible for providing administrative support to designated Program/Project Leads within RCCbc. The Program Assistant has a key role in the support, implementation and delivery of various programs and projects at RCCbc. The incumbent will receive work direction from the Senior Project Manager, and will work closely with rural, remote and Indigenous communities, health care providers, and other partners.

The Program Assistant filling this role will be responsible for supporting and facilitating the administration of multiple projects including, but not limited to, the Rural Obstetrics and Maternity Sustainability Program (ROAM).

The position requires strong interpersonal and customer service skills as it involves frequent connections with various internal stakeholders and external agencies. The duties will vary from day to day and will involve a wide variety of tasks in service to the organization.

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.

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.

PROGRAM SUMMARY

The Rural Obstetrics and Maternity Sustainability Program (ROAM) improves overall health system access and function by stabilizing, supporting and enhancing the delivery of quality maternity and surgical care to rural communities and Indigenous Peoples in BC. The approach of the ROAM program is to engage interprofessional provider teams and provide them with resources to develop a plan for their own community's specific context, needs and priorities to support the sustainability of maternity and surgical services in their community. Guiding principles of ROAM are to foster "Community Determined Safe Birth Environments" based on holistic risk evaluation and assessment, and to support local team-based approaches that enhance equity, stability, and support sustainability across the broader medical community.

KEY DUTIES AND RESPONSIBILITIES

- Supports the planning, development and implementation of programs and projects.
- Schedule and organize meetings. Takes and transcribes minutes and distributes in a timely manner and follows up on appropriate action items.
- Assists with organization and planning of events, meetings and other activities, including organizing invitations, catering, venue, accreditation, arranging shipping to/from rural communities, etc.
- Research and arrange travel and accommodation bookings.
- Coordinates and assembles materials for meetings and other events from a variety of sources.
- Reviews financial claim submissions ensuring eligibility and accurate account coding.
- Monitor and track program/community expenditures and ensure expenses are within budget and program parameters.
- Prepares claims, invoices, credit card reconciliation and other financial forms and tasks for the programs as needed.
- In collaboration with RCCbc Finance team, reconciles, monitors and investigates errors and discrepancies on various accounts, following up on outstanding items and resolving issues as needed.
- Assists with the dissemination of information and knowledge related to projects and key programs and initiatives.
- Acts as a frontline engagement for RCCbc with rural community partners to respond to inquiries and provide helpful, flexible and knowledgeable service and support.
- Produces and maintains a variety of accurate and well-designed documents including spreadsheets, presentations, correspondence, expense claims, briefing notes, memos, minutes, and meeting agendas.
- Travels and provide onsite program support, when required.
- Provides administrative support to any other designated team members in the programs.



- Provides support on special projects by researching, compiling reports or surveys, and summarizing information.
- 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

Education, Training and Experience

- High school graduation supplemented by post-secondary courses or business courses, equivalent to at least one year of study with at least 3-5 years related experience.
- Rural experience and have a passion and/or lived experience in improving rural health in patients and communities

Skills & Competencies

- Excellent interpersonal skills and advanced written and verbal communication
- Pro-active problem-solving abilities and ability to exercise sound judgement
- Well-demonstrated ability to work with others as part of an interdisciplinary team, establish/maintain strong working relationships and communicate effectively within a team and with a wide variety of external partners
- Demonstrated knowledge and ability to work with diverse populations, incorporating diverse perspectives, values, and approaches into planning
- Exceptional attention to detail, thoroughness and accuracy
- Advanced organizational skills and ability to multi-task and prioritize in a busy environment
- Manages time effectively and meets ongoing deadlines
- Highly proficient with MS Office (particularly Word, Excel, Outlook, PowerPoint, and Teams), Zoom, databases, email, and the internet. Familiarity with Smartsheets is an asset.
- Critical thinking and problem-solving skills essential
- This role involves occasional participation in meetings outside normal business hours

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. RCCbc offers a competitive benefits package which includes participation in the Municipal Pension Plan.

How to apply: Please send cover letter and resume to careers@rccbc.ca by **June 12, 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.