

JOB TITLE: RCCbc Communications Coordinator

JOB SUMMARY

In accordance with the Rural Coordination Centre of BC (RCCbc) 's established vision and values, the Communications Coordinator reports to the Communications Lead. The coordinator supports the production and maintenance of RCCbc's digital communications channels, including its websites, email newsletters and social media.

Working from assigned priorities and approved communications plans, the coordinator prepares and publishes content, coordinates timelines and approvals, maintains editorial and production systems, and helps ensure RCCbc communications are accurate, accessible, current and consistent.

The coordinator organizes and completes assigned routine work, applies established standards and processes, and refers strategic, sensitive or complex matters to the Communications Lead.

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 discussions, 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

Primary responsibilities

1. Coordinate and complete assigned content production across RCCbc websites, newsletters and social media channels.
2. Update and maintain website content, including text, images, documents, forms, event pages, links and metadata.
3. Review digital content for accuracy, readability, accessibility, formatting and alignment with established standards.

4. Identify and correct routine website issues, including outdated content, broken links, inconsistent formatting and missing alternative text, and refer substantive matters for review.
5. Build, proofread, test, distribute and archive email newsletters using approved content and templates.
6. Maintain subscriber lists and audience segments in accordance with privacy and consent requirements.
7. Draft and adapt routine social media content from approved source material and schedule and publish approved posts.
8. Monitors routine social media comments, messages and mentions and refer sensitive or substantive matters to the appropriate lead.
9. Coordinate content submissions, timelines, reviews and approvals with communications team members and program content owners.
10. Maintain editorial calendars, website inventories, publishing records, organized digital files and assigned tasks in Asana.
11. Apply RCCbc editorial, accessibility, privacy, consent and brand standards across assigned digital content.
12. Compile website, newsletter and social media analytics and prepare regular summaries for team review.
13. Flag opportunities to improve digital content, templates, production processes and channel performance.
14. Support the digital components of RCCbc campaigns, events and organizational initiatives.
15. Participate in communications planning and production meetings and perform other related duties as required.

QUALIFICATIONS

Education, Training and Experience

- Bachelor's degree in communications, digital media, journalism, marketing, public relations or a related discipline.
- Three to five years of related communications or digital publishing experience, or an equivalent combination of education and experience.
- Demonstrated experience updating websites and producing email newsletter and social media content.
- Experience coordinating content, timelines and approvals involving multiple contributors.
- Experience in health, non-profit, public sector, rural or community-based communications is an asset.

Skills & Competencies

- Strong writing, editing, proofreading and digital production skills.
- Excellent attention to detail and ability to manage multiple assignments and deadlines.
- Strong organizational, interpersonal and problem-solving skills.
- Ability to organize and complete assigned work, follow established processes and recognize when additional review is required.
- Sound judgement about when to act, ask questions or escalate an issue.
- Proficiency with content management systems such as WordPress or Squarespace, email platforms such as Mailchimp, social media scheduling tools, Microsoft 365 and Asana.
- Familiarity with web accessibility, digital analytics, privacy and consent practices.
- Basic graphic production skills using Canva or established templates.
- Basic HTML or CSS knowledge is an asset.
- Collaborative and respectful approach to working with colleagues from different programs and professional backgrounds.
- Interest in improving health and health care for rural, remote and Indigenous communities in British Columbia.

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 diverse 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 employees' perspectives are key to our success, and inclusion is everyone's responsibility.

If you are experiencing any barriers 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: \$62,118 to \$73,080

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 **September 4th, 2026**. The cover letter should be in your own writing and not generated by AI.

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.