

JOB TITLE: Senior Executive Assistant, Stewardship Node

JOB SUMMARY

We are inviting you to express interest in joining our team as a Senior Executive Assistant that will be responsible for providing personal and confidential administrative support to the CEO, RCCbc. This new, full-time position will be a part of the newly created Organizational Stewardship Team that is responsible for helping to shape the evolving federated network.

The Senior Executive Assistant acts as a critical link between the CEO and various external groups and partners. They also work collaboratively as part of the Organizational Stewardship Team to contribute to the functioning of the broader node through coordination, workflows, information flow, preparation, and follow-up. The Senior Executive Assistant will support successful day to day operations of the Stewardship Node and work closely Organizational Stewardship Director to support strategic plans and Node activities.

NETWORK SUMMARY

The Rural Coordination Centre of BC (RCCbc) is a network that brings a rural physician lens to improve 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.

KEY DUTIES AND RESPONSIBILITIES

The Senior Executive Assistant to the CEO, RCCbc functions as a confidential liaison with internal and external partners, utilizing strong communication, professionalism and problem-solving skills and demonstrating an understanding of their needs. They ensure the flow of timely and accurate information while maintaining appropriate levels of security, sensitivity, and confidentiality, keeping the CEO, RCCbc apprised of issues and activities, while maintaining prompt, courteous, and respectful interactions with physicians, non-physician personnel and all staff members at all times.

Primary responsibilities

CEO Support and Executive Enablement

- Ensures CEO is prepared, oriented and able to move through priorities without avoidable administrative friction.
- Enables and supports the CEO to work effectively by providing timely, proactive and high quality administrative and operational support.
- Handles confidential, sensitive, and privileged information appropriately.
- Anticipates issues and emerging needs, helping the CEO and leadership team stay ahead of priorities rather than simply responding to requests
- Manages and maintains an extremely active calendar for the CEO inclusive of coordination with non-RCCbc work.
- Triage incoming email correspondence, exercising judgment as to whether matters require urgent attention and/or background information must be acquired immediately. Responds where appropriate and follows up on incoming issues and concerns addressed to the CEO, RCCbc.
- Provides timely responses to incoming meeting requests, making necessary adjustments to optimize schedule, communicating any changes as needed

Stewardship Node Support

- Anticipates issues and emerging needs, helping the CEO and Stewardship Node team stay ahead of priorities.
- Maintains excellent systems for tracking commitments, meetings, follow-ups, and deliverables.
- Coordinates schedules and liaises with external groups to effectively manage the CEO's clinical bookings and overall availability. Ensures that both RCCbc and non-RCCbc commitments, including clinical work, are well organized, coordinated, and maintained.
- Supports the functioning of the broader Node, where needed.
- Helps with the development of shared tools, workflows, meeting preparation, information flow, coordination, follow-up, and tracking of next steps.
- Support complex document work, not only formatting or scheduling.

- Drafting, editing, synthesizing, organizing materials, coordinating multi-document packages, and preparing materials for senior conversations, committees, boards, or external partners.

Meeting Support and Coordination

- Schedules and coordinates (in person and virtual) Board and Node meetings on their behalf, ensuring attendees receive all materials/information required to participate, rooms and catering are booked (as required), etc.
- Assist with the preparation of agendas, materials, follow-up, decision flow, and helps facilitate next steps across programs, teams, and external partners.
- Draft and format meeting minutes and maintain accurate governance records.
- Coordinates schedules and liaises with external groups to effectively manage the CEO's clinical bookings and overall availability. Ensures that both RCCbc and non-RCCbc commitments, including clinical work, are well organized, coordinated, and maintained.
- Ensures meetings are not isolated events, but connected to preparation, decisions, follow-through, and ongoing work.
- Strong follow-through and ability to close the loop, ensuring decisions, next steps, and outstanding issues are tracked and brought back at the right time.
- Support high-level conversations by ensuring the right people, materials, context, and follow-up are in place.
- Able to act as connective tissue between leadership, programs, initiatives, and external partners.

Other

- Coordinates and books complex travel arrangements for the CEO and members of the Stewardship Node
- Manage corporate credit card reconciliation, expense claims, etc. for the CEO, RCCbc.
- Supports the management of the RCCbc physician network, working collaboratively to coordinate regular workplan meetings for RCCbc physician leads, taking meeting minutes and following up on any action items.
- Develops and fosters relationships with key internal and external partners necessary to build networks and support projects.
- Attends offsite events, conferences, and seminars as required to represent RCCbc.
- Travel, as required.

QUALIFICATIONS

Education, Training and Experience

- 5 to 7 years' experience in an executive support role
- Post-secondary education in Business Administration or equivalent combination of education and progressively responsible executive administrative experience.
- Prior experience in a non-profit or governance-driven organization.
- Familiarity with the healthcare system and experience working with physicians an asset.
- Lived experience in rural BC an asset.

Skills & Competencies

- Continuously being proactive and forward-looking in preparation, prioritization, and management of meetings and other time-sensitive deliverables.
- Excellent interpersonal skills, advanced written and verbal communication, pro-active problem-solving abilities, and a well-demonstrated ability to work with others as part of an interdisciplinary team.
- Critical thinking and problem-solving skills essential.
- Comfortable being part of a small, closely connected working team where responsibilities may overlap at times.
- Ability to maintain role clarity while still being willing to step in where needed to help the node function well.
- Comfortable working across complex organizational structures where authority, accountability, and relationships may not always be simple or linear.
- Exercises sound judgment and initiative, particularly when dealing with unclear, sensitive, complex, or consequential matters.
- Takes proactive action on important matters rather than waiting for direction, while recognizing when to seek guidance or escalate.
- Asks thoughtful and appropriate questions to clarify priorities, expectations, and potential risks.
- Takes proactive action on important matters rather than waiting for direction, while recognizing when to seek guidance or escalate.
- Understands the broader context and potential implications of situations without overstepping the boundaries of the role.
- Demonstrated knowledge and ability to work with diverse populations, incorporating diverse perspectives, values, and approaches into planning.
- Exceptional attention to detail and an advanced ability to organize information and multi-task/prioritize in a busy environment.
- Advanced with databases, MS Office (particularly Word, Excel, and PowerPoint), email, and the internet.

- Proficient in using office productivity, collaboration and AI tools where appropriate. Using sound judgment in how these tools are used where confidentiality or sensitive organizational material is involved.
- Demonstrated organizational skills and ability to prioritize workload and work under time pressures to meet deadlines.
- Demonstrated ability to communicate effectively both verbally and in writing, including the ability to respond professionally, courteously, and in a clear manner.
- Demonstrated knowledge of rural BC and understanding of challenges for booking travel in these areas.
- Ability to type 60 words per minute.

RCCbc welcomes and encourages applications from equity deserving groups and diverse experiences including, but not limited to, Indigenous people, racialized people, people with accessibility needs, 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: \$74,542 to \$87,696. RCCbc offers a competitive benefits package which includes participation in the Municipal Pension Plan.

How to apply: Please send in a cover letter and resume to careers@rccbc.ca by September 11, 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.