JOB TITLE: RCCbc Project Manager

JOB SUMMARY

Help shape the future of rural health care in British Columbia. We are seeking a collaborative and strategic Project Manager (PM) who will report to the Executive Director, Operations at RCCbc and work closely with the Physician Lead(s) of each project within the PM's portfolio.

Drawing on leadership, strategic, technical, financial, and operational expertise, the PM will take a collaborative approach to supporting the successful implementation of each project. Working closely with physician lead(s), collaborating partners, funding agencies, and others involved in the work, the PM will help create the conditions for projects to move forward in a coordinated, effective, and efficient manner, while remaining attentive to timelines, budgets, shared priorities, and emerging needs.

The PM will serve as a key point of connection across each project, fostering strong relationships and maintaining open and ongoing communication with collaborating partners and funding agencies. In partnership with physician lead(s), the PM will support the development and implementation of short- and long-term strategic plans, goals, and objectives, helping to translate shared priorities into actionable plans and coordinated work.

Across each project, the PM will provide stewardship of financial and human resources, supporting their thoughtful allocation and effective use. The role will also provide leadership and coordination across the administrative, organizational, operational, and communication aspects of the work, helping to ensure that the many moving pieces remain connected and aligned in support of shared outcomes.

PROJECT SUMMARY

The **Advancing Rural and Indigenous Specialty Care in BC (ARISE-BC)** aims to improve equity of access to specialist care in rural BC. Learnings from this project have informed a multi-year, multi-partner strategy. Based on preliminary learnings, work that the PM would support in collaboration with health system partners includes:

- Addressing fragmentation in referral pathways and specialist planning
- Establishing and sustaining outreach clinics in rural and Indigenous communities
- Increasing rural exposure in specialty training programs
- Embedding cultural safety into rural specialist practice

Support the **Network of Rural Divisions**, an RCCbc initiative that brings together physician leaders and executive directors from 20 Divisions of Family Practice serving rural communities across British Columbia. The Network creates a trusted, relationship-based space to strengthen connections, share learning, identify common rural priorities, and bring rural perspectives forward to health system partners and decision-makers. The role supports ongoing Network activities, including regular virtual meetings, learning opportunities, the annual in-person gathering, partner engagement, and collaborative initiatives that strengthen rural health care and advance equitable access for rural communities.

The PM will support RCCbc's rural physician wellness initiatives, including **Thriving** and **Mindfulness-Based Stress Reduction (MBSR)**, which foster connection, resilience, well-being, and peer support among rural health practitioners. The work includes coordinating and developing evidence-informed wellness offerings such as MBSR programming, retreats, workshops, and Conversations That Matter, as well as supporting partnerships, evaluation, and the ongoing evolution of RCCbc's approach to rural practitioner wellness.

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.

Rural Coordination Centre OF BRITISH COLUMBIA

KEY DUTIES AND RESPONSIBILITIES

Primary responsibilities

1. Develops and fosters relationships with key internal and external stakeholders necessary to build networks and support projects
2. Works with Physician Lead(s) to plan and implement projects, including input from key stakeholders where required.
3. Manage project delivery against detailed milestone plans, including:
    a. Maintains and monitors project plans, project schedule, budgets and expenditures.
    b. Prepares source document forms specific to project protocols in collaboration with the project team.
    c. Utilizes standard project management methodology and a collaborative approach to develop project charters, schedules, timelines, and specific processes for accomplishing the required workplan.
    d. Identifies, collects, and analyzes relevant information relating to current projects, and provides input and recommendations to project team for development, implementation, analysis, dissemination of findings, and policy/practice implications.
4. Develops and implements communication strategies, with the support of the Communications team, Physician Lead(s) and the Executive Director, Operations.
5. Facilitates ongoing consultation with key stakeholders to identify unmet or emerging needs and provides leadership and support in the development of strategies to meet these needs.
6. Work with Physician Project Leads and coordinates activities of project teams to ensure the project progresses on schedule.
7. Prepares regular project summaries and updates for the RCCbc Leadership, JSC or others as requested.
8. Implements approved recommendations resulting from research, best practice, and policy reviews
9. Disseminates information and knowledge related to projects and key initiatives under the identified mandate areas through a variety of vehicles.
10. Support and provide leadership to RCCbc project coordinators, FLEX students, and other project team members as needed.
11. Timely discussion with Executive Directors of RCCbc of issues as they arise
12. Performs other related duties and/or projects as assigned.

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QUALIFICATIONS

Education, Training and Experience

- A level of education, training, and experience equivalent to a Masters degree in a health research, healthcare, or clinical research discipline or equivalent experience
- Knowledge of research, quality improvement and clinical practices relevant to the service/project area; health systems and policy; population health, prevention, and health promotion; and knowledge exchange.
- A minimum of five years of practical quality, project coordination or research work experience
- Involvement in project/change management, planning, implementation, and evaluation.

Skills & Competencies

- Excellent communication skills including the ability to facilitate, negotiate, and partner with others both internal and external to the organization
- Demonstrated knowledge and ability to work with diverse populations, incorporating diverse perspectives, values, and approaches into planning
- 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
- In-depth knowledge of project management concepts, methods, practices, and tools
- Project management skills and ability to provide leadership to others in a team setting
- Exceptional attention to detail and an advanced ability to organize information and multi-task/ prioritize in a busy environment
- Flexibility and willingness to travel to rural sites across the province
- Highly proficient with databases, MS Office (particularly Word, Excel, and PowerPoint), email, and the internet
- Ability to orchestrate multiple activities at once to accomplish results
- Ability to effectively present and clarify requirements, and gain support for expectations, ideas, and concepts with various audiences/stakeholders
- Ability to create and achieve results by engaging and influencing individual, group, or departmental goals
- Ability to inspire and guide individuals toward goal achievement
- Ability to effectively explore alternatives in order to make appropriate decisions
- 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: $89,450 To $105,235 (Full Time)

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* ***November 20, 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.