



Senior Project Manager Summer 2025 Job Posting

COULD THIS BE YOU?

If you've been searching for a pivotal role that merges strategic leadership with healthcare innovation, this could be your next big challenge. We're seeking an exceptional leader with proven change management expertise, strong collaborative leadership skills, and a deep commitment to community and patient-centered care.

We are hiring one or more Senior Project Managers for our new North Star Initiatives and Primary Care Network optimization and operations. The successful candidate(s) will provide leadership to small teams and governance tables in expanding and optimizing existing initiatives, planning and completing new projects, sequencing and monitoring activities across all the projects to ensure the overall team stays on track, and supporting design for integration and sustainability. The core goal of this work is to ensure all residents of KB have timely access to quality primary care by 2028. Interested? Please read on...

BACKGROUND INFORMATION

The Kootenay Boundary Division of Family Practice is a hub of local innovation in health care, and part of a province-wide initiative designed to strengthen primary health care in BC. The Division increases primary health care capacity and improves patient and population outcomes by developing and implementing programs and services that positively impact Family Practitioners and their patients.

Operating as a Community Service Cooperative whose membership consists of all of the Family Doctors and NPs in Kootenay Boundary (KB), we work closely with a wide range of system stakeholders, including specialist physicians, hospital-based physician organizations, the Interior Health Authority, and many community and Aboriginal partners. We serve the communities of Castlegar, Christina Lake, Crawford Bay, Fruitvale, Grand Forks, Kaslo, Midway, Greenwood, Revelstoke, Rock Creek, Nakusp, Nelson, New Denver, Rossland, Salmo and Trail, and the rural areas between.

The selected individual(s) will advance work collaboratively governed by several tables in close partnership with a team of change management colleagues.

KEY RESPONSIBILITIES AND DUTIES

North Star, PCN Optimization and Operations Support

- Provide overall coordination and leadership to the implementation of multiple interrelated North Star Initiatives in an agile practice, keeping small teams on track, reporting on outcomes, and providing support to governance tables.
- Directly lead the implementation of one or two of the North Star initiatives, including project design, partner engagement, project implementation and evaluation.
- Support the Primary Care Network (PCN) Lead in PCN optimization and operations including acting as a liaison to clinics, reporting to government on successes, maintaining relationships with partners and designing and implementing small projects such as group programming, the PCN learning lab, and social prescribing.

Team Leadership

- Convene the North Star Initiative project teams to oversee progress, set team direction and agendas and coach and coordinate with the leads and members of the teams.
- Coordinate reporting to and advice seeking from governance tables regarding the North Star Initiative implementation.
- Support and create an atmosphere of continuous change and adaptation among North Star project teams, including the identification of barriers, and advocate for change with key partners.
- Provide support and direction to other team members involved in the implementation of specific projects to accomplish the project goals.

Strategy and Budget Management

- Oversee the overall North Star Initiative budget in collaboration with leadership and advisory teams.
- Manage project-specific budgets as the PM for one or more initiatives.
- Efficiently deliver outcomes and stay on budget.

Collaborative Partnerships

- Develop and maintain relationships with partners of the North Star initiative, including local family doctors and specialists, representatives of the Interior Health Authority, KB Division of Family Practice, the KB Shared Care Steering Committee, the Kootenay Boundary Aboriginal Services Collaborative, the Patient Advisory Committee, and other key partners..

Internal Collaboration

- Work with all Division teams as needed to achieve the desired outcomes of the North Star Initiatives.
- Collaborate with Division teams (finance, communications, evaluation, shared services) and the Executive Director and Board for seamless execution, evaluation and planning of

tasks.

- Participate in Division team meetings and events to support organizational goals.
- Deliver, model, and mentor in a wide range of change management skills and abilities.
- Engage in continuous improvements of efficient processes, communication flows etc., so “no balls are dropped”.

KEY COMPETENCIES

Leadership Ability

- Proven track record of effective leadership of small project teams, developing and implementing projects, and maintaining a clear strategic direction for complex multi-partner initiatives.
- Ability to provide guidance and direction in a manner that inspires others towards a common vision and goals, fostering alignment with a shared sense of purpose.
- Ability to maintain composure and emotional stability during times of heightened emotions, increased stress, and growing complexity.
- Experience using the IAP2 spectrum to guide and ensure appropriate levels of participation and engagement in decision-making processes, fostering transparency and accountability.
- Demonstrated experience/knowledge in agile project management principles and practice.

Healthcare Expertise

- Strong understanding of the healthcare domain, specifically Primary Care, including knowledge of current trends, challenges, and opportunities.
- Understanding of and ability to operate within the Physician and Health Care Provider culture.
- Ability to lead culture change among physician and health system partners.

Relationship Building and Networking

- Exceptional interpersonal and networking skills, with the ability to build relationships with and lead collaboration between project partners, including healthcare providers, community organizations, government agencies, Aboriginal partners and funders.
- Experience in public speaking, media relations, negotiation and utilizing various communication channels to raise awareness and advocate for the North Star's goals.

Governance Table Support

- Experience in reporting to and securing support from governance tables, such as multi-partner Steering Committees, implementing effective governance practices, and supporting governance-level functions.
- Ability to support Steering Committee and Working Group Chairs in preparing and facilitating Committee Meetings and various working group meetings.

Operational Excellence

- Experience in budget development, financial management, and resource allocation.
- Ability to establish and monitor program metrics and outcomes, ensuring continuous improvement and impact assessment.
- Proficiency in conflict resolution techniques and delivering constructive feedback, ensuring effective communication and learning.
- Ability to multitask and demonstrate flexibility and adaptability for changing needs/priorities. Strong prioritization and triage skills.
- Ability to independently solve problems and make decisions within the scope of the position.

Team Building and Development

- Demonstrated ability to lead, inspire, and develop a high-performing team in alignment with the KB Division's [TEAL](#) framework.
- Commitment to fostering a collaborative and inclusive work culture, valuing diversity and promoting a positive and supportive environment.
- Strong coaching and mentoring skills to empower team members and build their capabilities.

Ethics and Integrity

- High ethical standards and commitment to transparency, accountability, and maintaining confidentiality.
- Ability to make difficult decisions with fairness and integrity.

PREFERRED EDUCATION, TRAINING AND EXPERIENCE

- A Master's degree in Health or Business Administration, Leadership, or equivalent combination of education and experience.
- A minimum of five (5) years of related experience in organizational or program leadership.
- Ability to use the Google Suite of services. Tech savvy.
- A class 5 BC Driver's License and access to a reliable vehicle suitable for winter driving.
- Geographically located in Kootenay Boundary

WORK TERMS, HOURS & COMPENSATION

This is an evolving contract with a need for some flexibility as demands of the role fluctuate from week to week, and will include some evening and early morning engagements. However, these fluctuations will be to some extent within the control of the individual Project Manager(s), allowing other work or responsibilities to be integrated with the position. Candidates may reside anywhere within Kootenay Boundary. There may be occasions when in person meetings are required and therefore reliable transportation and willingness to travel in all seasons and in the evening preferred.

We are seeking one or two individuals to work a total of 30-35 hrs per week, under a six month contract with an expectation to renew in our next fiscal year. Additional hours may be negotiated as work progresses. Contract Rate will be commensurate with qualifications & experience, fee range \$65-75/hour.

DIVERSITY, EQUITY & INCLUSION

We encourage individuals from diverse backgrounds, recognizing that inclusivity fosters innovation and systems change. We actively invite applications from underrepresented communities and are committed to an ongoing journey of growth and education in our Diversity, Equity, and Inclusion endeavors.

SELECTION PROCESS

Selection will follow the process below:

Step	Activity	Deadline
1	Qualifications information accepted. (CV, Cover Letter, etc.)	Sept. 8
2	Shortlist determined, contacted via email.	Sept. 11
3	Initial interviews	Week of Sept. 14 or 22
4	Second shortlist determined, contacted via email, and provided with invitation to one or two “coffee dates”, and possible presentation topic/assignment.	Sept. 26
5	Coffee ‘dates’	Week of Sept. 29
6	Reference checks	Week of Sept. 29 or Oct. 6
7	Candidate selection completed	Week of Oct. 6
8	Position orientation/engagement	- preferred
	Unsuccessful members of the second shortlist sent a gift certificate to a KB restaurant or bookstore of their choice, as a token of our appreciation for completion of the presentation/assignment aspects of this process.	

For more information, please contact Andrew Earnshaw, Executive Director, at acearnshaw@kbdivision.ca or Jen Ellis, PCN Lead, at jellis@kbdivision.ca.

Please submit qualifications by noon, **SEPTEMBER 8, 2025** to careers@kbdivision.ca.

We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.

While we aim to follow the above timeline, the position will remain posted until filled. Presence of this position description on our website indicates the position remains open.