

The Campbell River and District Division of Family Practice is seeking an  
**Program Coordinator**  
to join its growing team!

*Do you have a natural skill for engaging with people?  
Are you a multi-tasker who thrives on tracking the details?  
Are you comfortable taking initiative?*

*Do you want to influence positive change for physicians and patients in the Campbell River District?*

**If this sounds like YOU, we'd love to meet you!**

### ***Who is the Campbell River and District Division of Family Practice (CRDDFP)?***

The CRDDFP is a non-profit society that represents over 75 family physicians and works with other providers and partners in Campbell River and district that includes the areas of Cortes and Quadra Island, Gold River/Tahsis and Sayward. The Division provides opportunities for physicians to work collaboratively with Island Health, community partners, the Family Practice Services Committee (FPSC) and the Ministry of Health to identify health care needs, and to develop solutions to meet those needs.

The Division is committed to ensuring that their programs consider the calls to action by the Truth and Reconciliation Commission of Canada and the In Plain Sight report. The area that the Division covers includes the Coast Salish, Nuu-chah-Nulth and Kwakwaka'wakw family groups and the Métis of the North Island. **For more information:** [Campbell River & District | Divisions of Family Practice \(divisionsbc.ca\)](http://divisionsbc.ca)

### ***What does the Program Coordinator do?***

Reporting to and working closely with the Program Manager, the Program Coordinator supports the effective execution of Division programs and the associated deliverables to achieve the outcomes identified in our [Strategic Plan](#). They develop and deliver a suite of programs, including those that focus on physician wellness, physician recruitment and integration, clinical supports, patient attachment and long-term care.

### **Key Tasks and Responsibilities:**

- Support member and stakeholder engagement activities to strengthen relationships between the Division, its members (physicians), project partners, and other internal/external stakeholders.
- Coordinate the effective implementation of a variety of projects and initiatives that support our members, including the development and delivery of project proposals, work plans, funding reports and annual reports.
- Prepare budgets, monitor project/program expenses, and prepare reports as necessary.
- Monitor program status and recommend modifications to plans.

- Organize and facilitate meetings; work with stakeholders on agenda setting, prepare and distribute meeting materials, identify, track, and follow up on action items.
- Communicate progress to the project team, senior leaders, Division members, and/or funding partners.
- Collaborate with evaluators to implement evaluation and quality improvement initiatives;
- Perform other duties as requested/required.

**In addition, as a member of the Division team the Project Coordinator will:**

- Participate in ongoing learning opportunities for Cultural Safety and Humility and other job-specific topics as approved by the Executive Director.
- Support other team members in the performance of their roles.

**Skills and Abilities:**

- Excellent interpersonal and relationship-building skills with proven diplomacy; ability to liaise with physicians and stakeholders professionally and courteously.
- Ability to handle multiple projects, work effectively under time pressure to meet deadlines, balance work priorities, and resolve issues promptly.
- Attention to detail, accuracy, and thoroughness when maintaining and summarizing information, data, and records.
- High computer literacy with strong working knowledge of standard software, particularly the MS Office suite: Excel, Word, Outlook, Access, SharePoint, One Drive, PowerPoint, and virtual communication platforms such as Zoom.
- Initiative, critical thinking, and creative problem-solving abilities.

**Qualifications:**

- University degree in a relevant discipline or an equivalent combination of education and experience.
- Minimum 2 years' experience leading and/or coordinating projects.
- Knowledge of BC healthcare delivery systems, previous experience working in a healthcare setting and with physicians is an asset.
- Ability to attend occasional evening or weekend meetings.
- Ability to travel to meetings and physician medical practices in the community as well as out of town conferences.

**About the Position:**

- This role is **0.8 FTE/30 hours a week** with potential to move to full time, contingent on project opportunities and funding.
- Regular working hours with occasional meetings on weekends and outside regular hours.
- Hybrid/Flexible work environment.
- Salary range of \$32.00 - \$38.00/hr based on the candidate's skills, qualifications and experience.
- A comprehensive health and wellness benefits package.

### How to Apply

- Please submit your resume and cover letter noting 'Program Coordinator' in the subject line to: [jobs@crddivision.ca](mailto:jobs@crddivision.ca)
- The deadline for applications is **Friday July 26<sup>th</sup> at 12:00 noon**. Applications will be reviewed as they are received, and early submission is encouraged.
- Please note that only candidates selected for an interview will be contacted.