

WE ARE HIRING

ADMINISTRATIVE ASSISTANT

In British Columbia's beautiful South Peace Region the South Peace Division of Family Practice and the South Peace Primary Care Network (PCN) support primary care delivery across Dawson Creek, Chetwynd, Tumbler Ridge, and surrounding rural and Indigenous communities. Our work is grounded in collaboration, cultural safety, trauma-informed practice, and strong relationships with physicians, providers, Indigenous partners, community organizations, and system partners.

POSITION: Administrative Assistant (1.0 FTE)

LOCATION: South Peace (Dawson Creek, Chetwynd, and Tumbler Ridge), Hybrid/Remote

REPORTS TO: South Peace Division Executive Director

EMPLOYED BY: South Peace Division of Family Practice

Salary Range: \$45,000.00-\$60,000.00

POSITION SUMMARY:

- The Administrative Assistant is accountable for delivering high-quality administrative support across the South Peace Division of Family Practice to ensure operational effectiveness and alignment with organizational priorities. This role supports strategic initiatives, member communications, meeting coordination, project tracking, database management, and general office administration as part of a high-performing team. This role requires excellent verbal and written communication skills, strong organizational, multi-tasking, and time-management skills with attention to detail. Ability to prioritize competing demands and work independently with minimal supervision. The Administrative Assistant contributes to operational excellence through strong organization, communication, relationship development, and a commitment to culturally safe and inclusive practices

RESPONSIBILITIES:

Administrative & Office Support

- Provide comprehensive administrative support, including correspondence, reports, briefing notes, and document formatting.
- Manage electronic and physical filing systems, ensure records are accurate and accessible.
- Maintain contact lists (physicians, members, stakeholders) and support onboarding information updates.
- Manage office supplies, basic equipment support, and routine troubleshooting.

Communications

- Respond to inquiries from physicians, members, committees, and external stakeholders via phone, email, written correspondence, and social media as directed.
- Prepare, distribute, and update public communications and Division materials (newsletters, website content, member updates).

Meeting & Event Coordination

- Schedule, organize, and support logistics for meetings (virtual/in-person), including calendar invites, venue booking, teleconferencing logistics, agendas, and minutes.
- Take accurate minutes and distribute follow-up action items to relevant team members.
- Support planning and execution of special events, AGMs, workshops, and community engagement activities.

Project & Database Support

- Aid project coordination and tracking, including follow-up on action items and supporting project documentation.
- Administer and maintain Division and program databases, trackers, and registries.
- Compile and collate data to support reporting and evaluation activities.

Relationship Development & Stakeholder Engagement

- Foster positive, respectful, and professional relationships with Division members, committees, and external partners.
- Contribute to a culture of collaboration, trust, and accountability within the organization.
- Support inclusive engagement practices in meetings and communications.

RESPONSIBILITIES (CONTINUED)

Culturally Safe & Inclusive Practice

- Provide administrative support that reflects principles of cultural safety, humility, equity, and inclusion.
- Ensure communications and events are inclusive, accessible, and respectful of diverse communities.

Other Duties

- Support office financial processes such as processing sessional time.
- Perform other duties and responsibilities as assigned.

QUALIFICATIONS:

Education & Experience

- Minimum: Post-secondary education in Office Administration, Business Administration, or equivalent. Preferred: University degree or equivalent certification.
- 1–3 years of recent administrative support experience, ideally in a healthcare, not-for-profit, or primary care environment.
- Strong database and records management experience.
- High proficiency in Microsoft Office suite (Word, Excel, Outlook, PowerPoint); comfort with online platforms (Zoom/Teams), and content management systems.
- Experience with shared drives, collaboration tools (e.g., SharePoint/Google Drive), and virtual meeting technologies.
- Strong written communication skills.
- Ability to work independently as well as collaboratively as part of a team.
- Advanced computer skills, including experience with Microsoft Word, Excel, and PowerPoint, as well as project management, planning, and tracking tools
- Ability to display independent judgment.
- Ability to respect and promote confidentiality.
- Ability to perform the duties of the position on a regular basis.
- Ability to travel across the South Peace Region, and ability to be located in the South Peace region.

Note: This position is subject to a current Criminal Record Check, including Vulnerable Sector Registry Check.

APPLICATION

An attractive salary, superb working environment, and comprehensive benefits package awaits the successful candidate recruited to the Administrative Assistant role.

To apply for this exceptional opportunity, please submit your cover letter and resume to Charleigh Rudy, Executive Director South Peace Division of Family Practice at crudy@spdivision.ca by March 27th, 2026.

The South Peace Division of Family Practice celebrates diversity, challenges inequality and is committed to sustaining an inclusive and diverse community. We do not discriminate against any applicant regardless of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background, political beliefs and affiliations, family circumstances or other irrelevant distinction.

For more information about the South Peace Division of Family Practice, please visit us at: <https://divisionsbc.ca/south-peace>

For more information about the Provincial Primary Care Network Strategy, please visit us at: <https://fpscbc.ca/what-we-do/system-change/primary-care-networks>

We acknowledge, with deep respect and gratitude, the opportunity for the South Peace Division of Family Practice to support our Membership and Patients who live, work, and play on the Traditional Territory of Treaty 8 First Nations.