

# Job Opportunity | Administrative Coordinator

## **Administrative Coordinator** **Full-Time Permanent position**

*The clinicians and staff of the Mission Division of Family Practice acknowledges that they live and work on the unceded, traditional, and ancestral territories of the Stó:lō People, particularly the Sq'ewlets, Matsqui, Kwantlen, and Leq'á:mel Peoples.*

### **The Opportunity**

The Mission Division of Family Practice (MDoFP) is looking for the right candidate who is enthusiastic about making a difference in the Mission community by supporting local health care using their extraordinary project coordination skills. This is a full-time role that supports the organization's efforts in a variety of exciting initiatives including the Mission Primary Care Network (PCN).

### **The Culture**

The Mission Division of Family Practice is dynamic, fast-paced, and enthusiastic about the local medical community. We are looking for someone who can work collaboratively, has a great attitude, is self-directed, passionate about helping others in the healthcare sector, enthusiastic to work in a passionate fun and supportive culture, has flexibility in their work schedule, and has a 'get-the-job-done-attitude'.

### **The Organization**

The Mission Division of Family Practice represents family physicians in Mission, BC. The Mission Division provides local family physicians with a stronger collective voice in the integrated delivery of primary care within our community. It is our goal to provide a collaborative and innovative approach to patient-based care with a strong and transparent relationship between our Division, the FPSC, Fraser Health Authority, Indigenous Partners, and the Ministry of Health.

### **Working Conditions**

- Full-time, office based at the Mission Division office (7298 Hurd Street, Mission, V2V 3H6)
- Operating hours are between 8:30 – 16:00, Monday through Friday on-site
- Flexible to work occasional weekends, early morning, and evening meetings.
- Ability to travel to meetings & family practices in the community
- Access to a reliable vehicle

### **Primary Duties and Responsibilities**

- Provides support to PCN Manager and other leads on projects and initiatives in the Primary Care Network portfolio.

- Supports the PCN Manager in the development and implementation of project work plans and coordinates project activities.
- Supports member and stakeholder engagement activities; builds and strengthens relationships between the Division and its members (primary care providers), project partners, and other internal/external stakeholders.
- Organizes meetings; collaborates with stakeholders on agenda setting, prepares and distributes meeting material (agendas and minutes), identifies, tracks, and follows up on action items.
- Supports resource development for members, stakeholders, and the public, including manuals, reports, communication briefs, emails, and web-site updates.
- Design and utilize computer programs to develop online reports and programs utilizing their high proficiency in computer applications
- Utilizing their high proficiency in computer applications, software programs, and graphic design tools to develop online communications and internal/ external publications.
- Collaborates with colleagues to streamline and optimize operational processes and procedures.
- Provide timely and efficient response to inquiries from members, Board, committee members, staff and external stakeholders and the public
- Other duties as required.

### **Qualifications**

- 2+ years of administrative experience
- Post-Secondary Education
- Criminal Record Check Is Required
- Understanding of Culturally Safety and Humility
- Excellent technology and software skills with adaptability (High proficiency in programs such as Microsoft Office, Adobe, & Google)
- Understand the culture of primary care providers, and has a natural ability to establish rapport with health care professionals
- Highly self-directed and independent
- Able to professionally manage confidential information
- Dedicated to continuous cultural learning and, to lifelong learning
- Has a natural curiosity and ability to listen and synthesize information quickly
- Translate global principles and values to ground level practical activities
- Due to the fact that this position resides in a medical setting, we are required to request that all new hires with the Mission Division of Family Practice have full COVID 19 vaccinations.

### **Salary**

\$22.00-28.00/hour depending on candidate's qualifications. After successful completion of the probationary period, the hired candidate will have access to benefits.

**Email resume and cover letter to: [ecarey@missiondivision.ca](mailto:ecarey@missiondivision.ca)**

***A combination of education, experience and expertise may be considered.***