

Operations and Finance Coordinator

Join Our Team

The Comox Valley Division of Family Practice is seeking a highly organized, detail-oriented, and collaborative Operations & Finance Coordinator to support the day-to-day operations of our organization.

This is an exciting opportunity for a professional who enjoys balancing operational coordination, financial administration, membership services, and organizational support in a dynamic primary care environment. The successful candidate will play a key role in helping our team deliver programs and services that support family physicians, nurse practitioners, and healthcare system partners across the Comox Valley.

About the Role

Reporting to the Executive Director, or designate, the Operations & Finance Coordinator is responsible for coordinating organizational operations, financial administration, membership services, and program support activities. The role helps ensure efficient systems, strong organizational processes, accurate financial records, and a positive experience for members, staff, and partners

DUTIES AND RESPONSIBILITIES:

Operations & Administration

- Coordinate day-to-day office and organizational operations.
- Manage vendor relationships, office supplies, equipment, and service contracts.
- Support organizational systems, process improvements, and documentation.
- Coordinate meetings, prepare agendas, record minutes, and track action items.
- Maintain organizational policies, procedures, and operational records.
- Support employee onboarding, engagement, learning initiatives, and workplace culture activities.
- Lead health and safety compliance (WorkSafe BC) activities, including workplace assessments, policy updates, employee safety orientation, ongoing assessment of potential hazards and implementing risk mitigations.
- Coordinate technology support requests, software subscriptions, and asset tracking.
- Ensure that confidentiality and security of all data, communication, and documentation is in alignment with Division policies and applicable privacy laws, including the Personal Information Privacy Act (PIPA).
- Support organizational communications, newsletters, website updates, and internal announcements.

Finance

- Working closely with the Finance Manager, process invoices, contracts, accounts payable, approvals, and payments.
- Manage member sessional claims and submission processes.
- Enter and maintain financial records in QuickBooks Online.
- Prepare financial tracking reports and maintain funder documentation.
- Monitor and manage finance-related communications and records.

Membership Services

- Maintain accurate member records and databases.
- Process membership applications and onboarding activities.
- Respond to member inquiries and provide support.
- Track engagement metrics and prepare membership reports.
- Assist with member events, registrations, and feedback activities.

Program & Project Support

- Support program administration, scheduling, communications, and reporting.
- Coordinate meeting logistics and documentation.
- Assist with data collection, evaluation activities, and funding reports.
- Contribute to special projects and organizational initiatives as required.

Perform other duties as required to support the work of the Division.

QUALIFICATIONS & EDUCATION:

- Post-secondary education in a related field (Business Administration, Finance, Healthcare Management, Human Resources) and a minimum of three (3) years of progressively responsible experience in operations, finance, HR, Administration or project coordination, preferably in a healthcare or non-profit setting, or an equivalent combination of education and/or experience.
- A demonstrated commitment to cultural humility, with a focus on practicing cultural competency and sensitivity.
- A valid Class 5 Driver's License and access to a reliable vehicle is an asset.

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent organizational and time management skills, with the ability to prioritize tasks, adapt to changing needs, and meet multiple deadlines with minimal supervision.
- Strong ability to stay productive and focused under pressure, particularly during high-demand periods.
- Detail-oriented with a focus on accuracy and precision in all tasks and documentation, including proficiently managing and maintaining electronic files on platforms like SharePoint.

- Excellent interpersonal and communication skills, with the ability to respond promptly and professionally to inquiries and effectively engage with individuals from diverse backgrounds, both in writing and verbally.
- Ability to work effectively and efficiently independently and as part of a team, ensuring deliverables align with organizational goals.
- Experience in meeting scheduling, logistics, and event coordination, including preparing and distributing materials.
- Experience in financial processes, including invoice management, accounts payable, and vendor services.
- Experience working with financial software, such as QuickBooks Online.
- A proactive approach to staying informed of industry trends and best practices.
- High proficiency in Microsoft Office 365, including SharePoint, Outlook, Excel, Word, PowerPoint, and other relevant tools.
- Excellent technology and software skills (Zoom, Website Content Management, Mass Email Platforms, Adobe PDF), with an interest and ability to adopt new systems to improve efficiency.
- Understanding of confidentiality and privacy regulations, with the ability to handle sensitive information securely and in compliance with relevant laws.

WORKING CONDITIONS:

- This position is a home office-based position located in Comox Valley Region, with regular in-person meetings or events.
- Typical work week is Monday through Friday, with occasional evening or weekend work as required.
- Occasional travel within the Comox Valley Region for team or partner meetings, training sessions, and events may be required.
- This position requires regular communication through virtual meetings, email, and digital collaboration tools.
- This role requires comfort with self-directed work, virtual collaboration, and managing tasks with minimal direct supervision.

EMPLOYMENT DETAILS:

- Full-time, 35 hours per week. Eligible for benefits after 3 months.
- Monthly Connectivity Stipend
- Resides in the Comox Valley with a home office and high-speed internet.
 - Pay scale: \$28-\$41/ hour, starting between \$28-\$34.5 hour, commensurate with experience.
 - Final offers are based on various factors, including skill set, experience, internal equity, qualifications, and other job-related reasons.

DIVERSITY AND INCLUSION

The Comox Valley Division of Family Practice is committed to improving equality and promoting diversity in the workplace. We strive to create an inclusive, psychologically and physically safe environment where everyone is heard and valued for their contributions. We value diversity in the people we employ.

Closing Date: October 23th, 2026, at 11:59pm.

To apply please send your cover letter and resume to Maureen Clark, Manger, People and Organizational Development at mclarke@comoxvalleydivision.ca

Thank you to all interested candidates. Only candidates selected for an interview will be contacted.

About the Comox Valley Division of Family Practice

Divisions of Family Practice were created by collaboration between the Ministry of Health and the BC Medical Association and are community-based groups of family physicians working together to achieve common health care goals. The Comox Valley Division of Family Practice represents family physicians and nurse practitioners in Courtenay, Cumberland and Comox and the surrounding areas on Vancouver Island, BC as well as Denman Island and Hornby Island.

The Comox Valley Division gives local physicians and nurse practitioners an opportunity to work collaboratively with each other, the Vancouver Island Health Authority, other community partners and the Ministry of Health to identify health care needs in the local community and develop solutions to meet those needs. The Division is a non-profit society managed by a Board of Directors.

The Division team works primarily remotely with a shared office space for team collaboration. There are often opportunities for advancement in the Division. If you are seeking a flexible, supportive work culture and a caring team consider joining the Division team!

For more information on Comox Valley Division of Family Practice please go to:
www.divisionsbc.ca/comox