

CONTINUING PROFESSIONAL DEVELOPMENT ADMINISTRATIVE ASSISTANT November 2023 Job Posting

COULD THIS BE YOU?

We are looking for a fabulous teammate who is excited to support our Continuing Professional Development (CPD) program with their outstanding administrative skills. The program serves a community of over 200 Family Practitioner and Specialist Physicians throughout the Kootenay Boundary region by delivering engaging online and in-person medical education events. The CPD Administrative Assistant reports to the CPD Program Manager, but is highly self directed and works independently.

The Administrative Assistant is a member of our effective, dynamic, and creative KB Division team. We have a [unique culture](#) and attract people who want to contribute to our [purpose driven mandate](#).

Interested? Please read on...

BACKGROUND INFORMATION

The Kootenay Boundary Division of Family Practice is 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 Family Doctors and NPs in 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 partners. It serves the communities of Castlegar, Christina Lake, Crawford Bay, Fruitvale, Grand Forks, Kaslo, Midway, Nakusp, Nelson, New Denver, Riondel, Rock Creek, Rossland, Salmo and Trail, and the rural areas between.

KEY RESPONSIBILITIES AND DUTIES

- Work closely with the Program Manager & Events Coordinator, who may be one in the same
- Develop and maintain positive relationships with physicians, stakeholders, other

professionals, and community members

- Carry out administrative tasks pertaining to the KB Regional CPD programs such as: processing invoices, arranging travel for speakers, managing google drive and shared calendars.
- Maintain relationships with facilities, rentals, caterers and other stakeholders.
- Manage the program's AV equipment
- Provide onsite support for events
- Maintain confidentiality in all aspects of client, staff, and agency information.
- Organize, maintain, and update contact and distribution lists.
- Attend and support occasional meetings as required
- Provide drafts of minutes for review within 48 hours of the meeting and format, edit, compile and upload minutes in a timely fashion.
- Arrange for printing and delivering of seasonal speaker posters to all regional sites
- Manage online registration system including Google Forms and Eventbrite
- Ensure Quality Improvement (QI) outcome measures are taken and tracked
- Maintain meeting and event attendance and evaluation records
- Provide support for various tasks such as mailings, events, venue and catering booking.

PREFERRED SKILLS AND ABILITIES

- Experience with budgeting and working within a budget
- Competency with core information technologies utilized in association with this position, including but not limited to Google Workspace, MS Office Suite, and Zoom
- Integrity and ethical mindset
- Balanced decision making with ability to problem solve quickly
- Proven ability to take initiative
- High level of attention to detail and accuracy
- Ability to remain flexible and change priorities as required
- Ability to self manage time and priorities, sometimes under pressure and with tight deadlines
- Ability to develop effective relationships and maintain rapport
- Ability to work on own with minimal supervision, and also within the context of a team to prioritize multiple activities with self-direction to meet agreed-upon timeframes and goals
- Ability to plan and organize workload, processes and priorities
- Ability to summarize a live conversation of varying group sizes into a flowing summary of each discussion item
- Ability to communicate effectively in English, both orally and in writing
- Exercise considerable judgment, tact, confidentiality, and discretion in preparing, disclosing, handling, and communicating information of a confidential and sensitive nature
- A class 5 BC Driver's License and access to a reliable vehicle suitable for winter driving. Must be willing to drive throughout the Kootenay Boundary in the winter.

EDUCATION AND EXPERIENCE

- Post-secondary education in Office Administration;
- Minimum 3 years experience in the administrative support field, preferably in healthcare to ensure a strong understanding of the meeting topics; or
- Any equivalent combination of education and experience.

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, to some extent, be within the control of the Contractor, 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 is necessary.

We estimate work to initially average 14 hours per week (on average over 52 weeks), under a twelve month contract with an option to renew. There may be an opportunity for additional hours as work progresses. Contract Rate will be commensurate with qualifications & experience, fee range is \$32/ hour. A fixed fee contract for the position could be negotiated.

SELECTION PROCESS

Selection of a Contractor will follow the process below:

Step	Activity	Deadline
1	Qualifications information accepted. (CV, Cover Letter, etc.)	Dec. 6, 2023
2	Shortlist determined, contacted via email, and provided with further documentation and an assignment.	Dec. 8
3	Individuals on the shortlist complete & submit 1-2 page assignment, and contact information for three references.	Dec. 11
4	Interviews, if required.	Dec. 14-15
5	Coffee 'dates', if required	Week of Dec. 18
6	Candidate selection completed	Week of Dec. 18
7	Position orientation/engagement	ASAP

For more information, please contact Andrew Earnshaw, ED, at aearnshaw@kbdivision.ca

Please submit qualifications by noon, **December 6, 2023** to careers@kbdivision.ca.

We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted. Notwithstanding the dates above, the position will remain posted until filled. Presence of this Position Description on our website indicates the position remains open.