

Position: Administrative Coordinator

Background

The Langley Division of Family Practice (LDFP) is a non-profit society whose members encompass family physicians, post grad medical residents and nurse practitioners in the City of Langley and Langley Township. The Division is governed by a Board of Directors and is managed by the Executive Director (ED). Its members work to improve patient access to local primary care, increase local physicians' influence on health care delivery and policy, and provide professional support for physicians.

The Primary Care Network (PCN) is a provincial initiative that is looking to redesign and transform primary care. A PCN is a clinical network of local primary care service providers located in a geographical area, with patient medical homes (PMHs) as the foundation. A PCN is enabled by a partnership between the local division of family practice and health authority, along with local First Nations and Indigenous partners.

The LDFP conducts business on the unceded and traditional shared territories of the Kwantlen, Matsqui and Katzie First Nations.

Position Overview

This is a Fulltime Permanent (1.0 FTE) in-person with the expectation to work occasional evenings. This position reports to the Finance & Business Manager along with the PCN Operations & Governance Manager and supports the LDFP PCN Management Team.

This position start date is Immediate.

Primary Duties and Responsibilities

- Reception including welcoming when people entering the office, answering questions, covering phones, responding to emails and other tasks
- Performs general office and other related duties as required
 - Including inventory management and ordering of all division office supplies
- Manage and coordinate calendars for the PCN Operations Manager & the PCN Implementation Manager.
- Plan committee meetings, events and forums as required.
- Organizes meetings by completing meeting logistics, administration and minute taking and arranging invitations, registration, agendas, presentations, materials, and catering.
- Composes correspondence, reports, briefing notes, and other documents as requested.
- Prepare and coordinate surveys, documents, and presentations to support the work of the PCN Management team.
- Manage PCN team files in cloud storage so that information is intuitively organized and easy to find.
- Prepares billings for submission to the LDFP administration.
- Receives, responds to, and distributes correspondence as required.
- Offer other general administration support to the LDFP team.
- Other duties as required.

Qualifications

Education and Experience:

- Minimum of 3 years of experience as an administrative assistant or project/program administrator, or equivalent years of post-secondary education and work experience.
- Experience within Healthcare setting is considered an asset.
- Experience with committee agendas, minutes and note taking considered an asset

Competencies:

- Organized and Detail oriented.
- Proficient in English.
- High degree of confidentiality.
- High level of computer literacy including Microsoft suite (MS) of tools and online engagement platforms such as Zoom and Microsoft Teams.
- Work independently and ability to work collaboratively with a variety of staff, volunteers, professionals, and members of the community.
- Strong relationship building skills and management.
- Strong decision-making skills.
- Comfort and confidence in communicating (both spoken and written) with a broad range of individuals, including physicians and other professionals.
- Can self-initiate work in a collaborative environment.

Compensation and Benefits:

- Compensation: \$57,000 – 60,000/yr plus benefits as per listed below
- Extended Health and Dental employee coverage (after 3-months)
- RRSP 3% matching program (after 3-months)
- 2 weeks' vacation
- Time off in Lieu is negotiable
- Ergonomic working environment (Standing desks, ergonomic chair, etc.)
- Access to shopping discount service

Application

Please submit cover letter and resume to Cole Bailie at hr@ldfp.org. This job posting will close when a candidate is hired. Thank you to all interested candidates for applying, only those selected for an interview will be contacted.

The Langley Division of Family Practice is committed to be an inclusive workforce that fully reflects and represents the many different cultures, backgrounds and viewpoints. Equity, diversity, and inclusion are part of the core values of LDFP, and our objective is to provide a welcoming environment for all people.