

JOB POSTING

Administrative Assistant

Sunshine Coast Division of Family Practice

Part-Time | Permanent | Primarily Remote

15-20 hours per week | \$30 per hour

The Sunshine Coast Division of Family Practice is a small, collaborative not-for-profit team that works with local providers and partners to strengthen primary care on the Sunshine Coast. We are looking for an organized, dependable Administrative Assistant to support our team and the work of the local Primary Care Network.

This is a practical, varied role for someone who is excellent with details, comfortable supporting multiple people, and confident coordinating meetings from the first calendar invitation through to the final set of minutes. The position reports to the Director of PCN and Shared Care, who will coordinate priorities in consultation with the broader Division team.

What You Will Do

- Schedule meetings and coordinate calendars for Division and PCN staff, committees, and working groups.
- Prepare and format agendas, meeting packages, documents, presentations, and spreadsheets.
- Attend meetings, take clear and accurate minutes, and track decisions and action items.
- Set up in-person meetings, including rooms, technology, materials, catering, supplies, and other practical details.
- Make calls, send routine correspondence, complete light research, and provide general administrative follow-up.
- Maintain organized electronic records, contact lists, templates, and shared files.
- Administer monthly sessional payments for providers and maintain accurate supporting records. The current process is being reviewed, and the successful candidate will be responsible for implementing the updated workflow.
- Provide backup support for payroll, accounts payable, and related financial administration during staff absences, with training and established processes provided.

What You Bring

- Relevant administrative, office, executive assistant, or program coordination experience.
- Experience scheduling group meetings, preparing meeting materials, and taking minutes.
- Strong working technology skills, including Microsoft 365 and particularly Teams, Excel, Word, SharePoint, and Outlook. Comfort with Zoom is also required.
- Excellent organization, written communication, proofreading, and document-formatting skills.
- Sound judgment, discretion, and confidence handling confidential information.
- The ability to work independently, use sound judgment, and collaborate effectively while supporting team members across the organization.
- Financial acumen and experience with payroll, accounts payable, bookkeeping, or similar work are a strong asset.
- Reliable transportation and the ability to attend meetings throughout the Lower Sunshine Coast.
- Experience in healthcare and/or a community care organization is an asset

Hours and Location

This is a permanent part-time position and is 15 to 20 hours per week. We are looking for someone who can maintain a reasonably consistent schedule, including a regular three-hour block each weekday, while flexing their hours around

meeting needs. Occasional early-morning and evening availability is required for Division and PCN committee meetings.

The role is primarily remote, but regular in-person attendance and meeting set-up on the Lower Sunshine Coast are required. Mileage for eligible work-related travel exceeding 45 kilometres is reimbursed in accordance with Division policy.

Compensation and Start Date

The rate of pay is \$30 per hour and includes extended health benefits. We would like the successful candidate to begin as soon as possible, but we are willing to wait until September 2026 for the right person.

How to Apply

Please email your resume and a short cover letter to info@scdivision.ca. Applications will be reviewed as they are received, and the posting will remain open until the position is filled.

We welcome applications from candidates with diverse backgrounds, experiences, and perspectives. Accommodation is available throughout the recruitment process upon request.