

About the Primary Care Network

The Nanaimo Primary Care Network (PCN) aims to create a cohesive network of primary care services where all patients have a primary care provider and access to culturally safe, team-based primary care that meets the needs of community members.

The PCN is governed through the collaborative leadership of Family Physicians, the Nanaimo Division of Family Practice, Indigenous partners, Island Health, community partners and patients. The Nanaimo Division of Family Practice provides management and administrative support to the PCN.

Job Title: Governance & Partnerships Coordinator

Status: Full-Time

Hours: Flexibility of 30 or 37.5 hours per week.

Pay Rate: \$28-40/hour depending on experience.

Benefits: Medical & Dental, Paid sick days and 3 weeks' vacation

Starting date: ASAP

The Opportunity

Reporting to the PCN Director, the Governance & Partnerships Coordinator, coordinates the processes, information flow, secretariate and strategic functions of the Primary Care Network (PCN) Governance. The incumbent will play a pivotal role in supporting Steering Committee members and other PCN partners to effectively participate in decision making by ensuring they are well informed and understand their roles and responsibilities within the governance structure. On the heels of a recent governance refresh, this is an exciting opportunity for an experienced individual to apply their expertise to create effective systems to support the new governance structure and expanded partnership. This position is part of a dynamic team of individuals who are working together to create better access to Primary Care for patients in Nanaimo.

The Ideal Candidate:

You consider yourself to be a logistical and systematic person. You are organized and effective at keeping yourself and others on track toward deadlines and thrive in a dynamic work environment. You enjoy working in a team, are strong at building relationships and are skilled at adapting your approach to meet the needs and circumstances of individual partners. You are a fast learner and are always looking for ways to improve systems through feedback from others and self-reflection. You have a strong understanding of governance process and partner engagement strategies and feel comfortable contributing your knowledge and expertise with senior leadership.

To Apply: Please submit your [resume](#) and [cover letter](#) to info@nanaimodivision.ca. Your cover letter should clearly articulate how your experience, education and training would lead to success in this role. Incomplete applications will not be considered. This position is open until filled.

Key Responsibilities

- Coordinates all secretariat and administrative aspects of the PCN Governance, including development and sustainment of key processes related to committee workflows, information flow, communication, schedules, and status reporting.
- Provides secretariat services to PCN Governance bodies, including Steering Committee, Advisory tables and other subcommittees as required.
- Collaborates with the PCN Director and Committee Chair on agenda development and tracking/reporting of decisions/actions arising from regular governance meetings.
- Advises governance bodies and members on PCN policies and procedures, precedents, and guidelines.
- Establishes onboarding processes and materials and supports orientation of new committee members.
- In collaboration with PCN Director, establishes and coordinates a new PCN Community Advisory Group with community and patient representatives.
- Engage with PCN leadership and other external stakeholders, including Doctors of BC and Ministry of Health to ensure alignment of PCN governance requirements.
- Analyze data and trends to provide insights that inform decision-making, including coordinating with PCN staff, consultants, and partners to compile regular reporting on key performance indicators.
- Establish and maintain an accurate records system for governance and funding documents including budget reports, funding agreements, governance policies and committee terms of reference.
- Develop and maintain a governance calendar to ensure proactive planning of upcoming meetings and reporting deadlines.
- Maintains financial processes for day-to-day PCN activities and year end reporting, working in collaboration with the Division Executive Coordinator.
- Contribute to the execution of special projects related to governance enhancement, strategic planning, and policy development.
- Provides administrative support as required.
- Performs other related duties as assigned.

Qualifications & Work Experience

- Undergraduate degree in a relevant discipline with a minimum of three years' experience or the equivalent combination of education and experience
- A minimum of three years of public-sector experience preferred with working knowledge in the areas of governance, policy development and multistakeholder collaboration.
- Experience working as an executive assistant for a non-profit or similar type of secretariate position coordinating governance functions and partnerships is an asset.
- Experience with and/or knowledge of cultural safety and working with Indigenous Communities is preferred.
- Experience in Project Management is an asset.

Essential Skills & Attributes

- Effective oral and written communication skills
- Technical writing, editing and proofreading skills with superior attention to detail.
- Demonstrated tact, sensitivity, and diplomacy.
- Ability to establish and maintain effective working relationships.
- Ability to work independently within broad policy and procedural frameworks.
- Ability to adapt to changing priorities, work under pressure and meet deadlines.
- Knowledgeable in financial processes.
- Skilled in the use of Microsoft office suite (Word, Excel, Teams, Outlook, OneDrive etc.)
- Demonstrated ability to function as a member of a team.