



Operations and Administration Coordinator Part-Time

Campbell River Region
Campbell River

Monday September 14, 2026

\$26 - \$30/ hour

Company: Campbell River & District Division of Family Practice

Website: <https://divisionsbc.ca/campbell-river-district>

Industry: Management/ Administration

How to apply:

Please send a cover letter and resume to: Dawn Hamilton Executive Director
Campbell River & District Division of Family Practice jobs@crdddivision.ca This position will remain open until a suitable candidate is found. Thank you to all interested candidates. Only candidates selected for an interview will be contacted.

Attachment:

[CRDDFP_Operations_and_Administration_Coordinator_Job_Posting_Sept_14_2026.pdf](#)

Expiry Date:

Monday, September 28, 2026

Details:

About the Role: The Operations & Administration Coordinator is a resourceful, detail-oriented professional who plays a key role in keeping the Campbell River and District Division of Family Practice running smoothly. Reporting to the Executive Director and working closely with the Program Manager and other team members, this position provides administrative, financial, and operational support to the team, with a strong focus on accuracy, follow-through, and effective day-to-day operations. This isn't just a support role – it's an opportunity to take ownership of your work, improve systems and processes, and contribute to how our team operates. The successful candidate thinks beyond the immediate task, considers what is needed to achieve an outcome, and takes responsibility for following things through to completion.

Operations & Office Support:

- Oversee office management including office and supply management, property needs, and vendor coordination (e.g., cleaners, IT).
- Act as liaison for IT support and manage software subscriptions and licenses (e.g., Mailchimp, Zoom, SurveyMonkey).
- Organize logistics for program meetings, events, and workshops including scheduling, agendas, minutes, RSVPs, catering, and follow-up.
- Manage onboarding and offboarding processes for staff and Board members, including payroll set-up,

required documentation, and coordination of system and office access. - Support general HR administration, including timesheet tracking, training coordination, and maintenance of required employee documentation. - Maintain organized records, processes, and documentation and ensure required follow-ups are completed.

Financial Support: - Manage accounts payable and accounts receivable. - Track and reconcile EFTs for staff, Board, physicians, and vendors; issue remittances. - Liaise with the bank to manage access, deposits, and financial documentation. - Assist with audits, year-end reconciliation, and funding reports. - Monitor financial compliance with Funding Transfer Agreements and help prepare related reports. - Maintain accurate financial records and identify discrepancies or missing information requiring follow-up.

Program Administration: - Provide administrative and logistical support to Division programs and initiatives. - Assist with organizing program meetings and communicating with physicians and partners. - Support maintenance of accurate program data and track deliverables, such as payment logs, schedules, statistics, and timelines. - Coordinate physician payment processing in accordance with program structures.

Other: - Work collaboratively as part of a small team and provide support across Division programs and priorities as needed. - Perform other related duties as assigned.

About Us: The Campbell River and District Division of Family Practice (CRDDFP) is a non-profit society representing over 100 family physicians across Campbell River, Quadra and Cortes Islands, Sayward, and Gold River/Tahsis. We collaborate with Island Health, the Ministry of Health, community partners, and the Family Practice Services Committee to identify primary care needs and implement innovative solutions. We're a small, passionate team that punches well above our weight. We support each other, value fresh ideas, and celebrate small wins just as much as big ones. If you love the idea of autonomy, creativity, and being trusted to figure things out (with backup when you need it), you'll fit right in. We are committed to Indigenous reconciliation, cultural humility, and creating safe, equitable spaces for all. Our work takes place on the traditional lands of the Ligwilda'xw, and the unceded territories of the Kwakwaka'wakw, Coast Salish and Nuuchahnulth peoples.

Qualifications & Experience:

What You Bring: - Education: High school diploma required; post-secondary education in business, administration, or a related field is an asset. - Experience: At least 2 years of administrative, operational, or financial support experience,

preferably in a healthcare or non-profit setting. - Financial Skills: Comfortable working with financial information and maintaining accurate records, with strong attention to detail. - Technical Skills: Proficiency in Microsoft Office Suite, database management, and virtual platforms. Familiarity with tools like Mailchimp or SurveyMonkey is a plus. Key Attributes: - Thorough and conscientious, with a strong commitment to accuracy and completing work properly. - Resourceful and curious, with a willingness to research, learn, and figure things out. - Dependable, with strong follow-through and a commitment to closing loops. - Self-directed, while comfortable seeking clarification or support when appropriate. - Calm and adaptable when priorities change or unexpected tasks arise. - Practical and solutions-focused, with the ability to think beyond the immediate task and consider what else may be required. - Committed to cultural safety and humility in the workplace.
