

Rural and Remote Division of Family Practice

Chapter Coordinator – North Vancouver Island

Position Description

Job Summary:

Reporting to the Vancouver Island Region Regional Manager, and in collaboration with the Local Chapter Physician Lead, the Chapter Coordinator provides leadership, guidance, coordination, logistics and support to the North Vancouver Island Chapter projects and programs. The Chapter Coordinator works with physicians, project teams, health authority and stakeholders to develop and implement initiatives, and to ensure project goals and objectives are met. They will work closely with community Physicians and partners to ensure an effective rural physician voice in primary care initiatives in their community. This position currently consists of **12 hours per week of core responsibilities** and up to **4 hours of special project work** depending on funding availability and additional hours may be available for special projects.

Key Responsibilities & Duties:

1. Works closely with the Chapter Physician Lead, Regional Manager, community physicians and other key stakeholders to promote and encourage involvement in primary care initiatives.
2. In collaboration with the Chapter Physician Lead or Physician project lead, defines project scope, goals, objectives and outcomes and ensures they are aligned with the RRDoFP strategic objectives and funding parameters.
3. Supports the day-to-day work assignments of the Administrative Assistant (where applicable).
4. Facilitate working groups and local tables as required.
5. Support member and stakeholder engagement activities, and strengthen relationships between the division, chapter and its members, project partners and external stakeholders.
6. Build and maintain effective relationships with physicians and key stakeholders
7. Apply project management and change management principles to facilitate the implementation of projects
8. Prepare budgets in accordance with the Division's annual budget cycle, review monthly financial statements for accuracy and provide regular financial updates through the Divisions forecasting process.

9. In collaboration with the Regional Manager, draft proposal for new projects, programs and funding opportunities as required and funding reports as required.
10. In collaboration with the Regional Manager, develop, coordinate and manage local project plans, initiatives and events, reviewing the plans regularly to ensure tasks and milestones are being achieved in a timely manner
11. Prepare regular reports on project activities and outcomes and communicate progress to project team, regional development coordinator and key stakeholders
12. Document all Division intellectual property and work product on the server.
13. Organize, attend and participate in stakeholder meetings
14. Supports strategies to engage physicians and spread the improvement changes, being aware and responsive to risks and physician needs.
15. Collaborate with other chapters and the operations team, sharing learnings and supporting opportunities that ensure an effective rural physician voice from across our chapters
16. Performs other duties as assigned.

Qualifications

Education, Training and Experience

- Degree in health care, public administration, business administration or related discipline or a combination of education and experience
- Recent, related experience in project coordination, change management, organizational development and/or primary care

Preferred Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Ability to work independently and in collaboration with others
- Proven ability to plan, lead, coordinate and inspire positive change
- Proven ability to build, monitor and analyze budgets and financial data
- Highly proficient in the Microsoft office suite and generally tech savvy
- Group facilitation skills
- Utilizes initiative, critical thinking and creative problem-solving ability to develop and implement plans
- Excellent interpersonal and relationship building skills with ability to liaise with physicians and stakeholders in a professional manner

- Ability to work flexible hours including occasional evenings or weekends

Compensation based on experience: \$39 - \$45 per hour

To Apply

Please submit a resume and cover letter via [Charity Village](#) by **Sunday, January 24, 2021**. We thank all applicants; however, only those selected for an interview will be notified.

Rural and Remote Division celebrates diversity, challenges inequality and is committed to sustaining an inclusive and diverse community. We do not discriminate against any applicant regardless of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background, political beliefs and affiliations, family circumstances or other irrelevant distinction.

To find out more about our organization and our programs, visit: <http://divisionsbc.ca/rural-and-remote>