

The Campbell River and District Division of Family Practice is seeking an  
**Program Coordinator**  
to join its growing team!

*Do you have a natural skill for engaging with people?  
Are you a multi-tasker who thrives on tracking the details?  
Are you comfortable taking initiative?*

*Do you want to influence positive change for physicians and patients in the Campbell River District?*

**If this sounds like YOU, we'd love to meet you!**

***Who is the Campbell River and District Division of Family Practice?***

The Campbell River and District Division of Family Practice (CRDDFP) is a non-profit society that represents over 100 family physicians and works with healthcare providers and community partners throughout Campbell River and the surrounding communities of Cortes and Quadra Islands, Gold River/Tahsis, and Sayward. The Division provides opportunities for physicians to work collaboratively with Island Health, community partners, the Family Practice Services Committee (FPSC), and the Ministry of Health local healthcare needs and develop solutions that improve primary care for our communities.

The Division is committed to ensuring its programs reflect the Calls to Action of the Truth and Reconciliation Commission of Canada and the recommendations of the *In Plain Sight* report. The communities we serve include the Kwakwaka'wakw, Coast Salish, Nuuchah-Nulth Nations, as well as the Métis.

We are a small, supportive team that values collaboration, initiative, flexibility, and continuous improvement. Every team member has the opportunity to contribute ideas, build meaningful relationships, and make a tangible difference in strengthening primary care for physicians, patients, and our community.

**For more information:** [Campbell River & District | Divisions of Family Practice \(divisionsbc.ca\)](https://divisionsbc.ca)

***What does the Program Coordinator do?***

Reporting to the Program Manager, the Program Coordinator supports the effective implementation of Division programs and the completion of associated deliverables to achieve the outcomes identified in the Division's Strategic Plan. The Program Coordinator supports the delivery of a variety of programs, including physician wellness, physician recruitment and integration, clinical supports, and long-term care.

**Key Duties & Responsibilities**

### **Member & Stakeholder Engagement**

- Develop trusted working relationships with physicians, clinics, partner organizations, Island Health, and other stakeholders to support collaboration, engagement, and the successful delivery of Division initiatives.
- Support member engagement initiatives that strengthen physician participation, collaboration, and communication.
- Represent the Division at meetings, events, and engagement activities as required.
- Serve as a key point of contact for assigned programs and initiatives.

### **Program & Project Coordination**

- Coordinate the implementation, monitoring, and evaluation of Division programs and initiatives.
- Develop and maintain project work plans, timelines, progress reports, annual reports, funding reports, and other program documentation.
- Monitor project deliverables, timelines, and emerging issues, and recommend modifications to support successful outcomes.
- Conduct research and identify promising practices to inform planning and delivery.

### **Recruitment & Retention Support**

- Coordinate initiatives that support the recruitment, onboarding, engagement, and retention of family physicians and nurse practitioners.
- Develop and maintain relationships with physicians, clinics, and community partners to support recruitment and retention activities.
- Coordinate recruitment events, physician visits, onboarding activities, and other member engagement opportunities.

### **Meetings & Communications**

- Coordinate the content and follow-up required for program and committee meetings, including working with stakeholders to develop agendas, preparing or coordinating meeting materials, tracking decisions and action items, and following up on deliverables.
- Prepare reports, presentations, and other communications for members, funders, and stakeholders.
- Communicate project updates and outcomes to Division leadership, members, funding partners, and project teams.

### **Financial & Administrative Coordination**

- Support the development and monitoring of program budgets.
- Track program expenditures and assist with preparing financial and funding reports.
- Work collaboratively with administrative staff to ensure the effective delivery of Division programs and initiatives.

### **Other**

- Contribute to a collaborative team environment and provide support across Division programs, initiatives, and strategic priorities as needed.
- Perform other related duties as assigned.

**Qualifications & Education:**

- Bachelor's degree in a related field (Business Administration, Healthcare Management, Communications, Community Engagement) and a minimum of three (3) years of related experience in a Project Management or Program Coordinator role, or an equivalent combination of education and experience.
- A demonstrated commitment to cultural humility, with a focus on practicing cultural competency and sensitivity.
- Knowledge of BC healthcare delivery systems, previous experience working in a healthcare setting and with physicians is an asset.
- Additional education or certification in Project Management is an asset.
- A valid Class 5 Driver's License and access to a reliable vehicle is required.

**Knowledge, Skills & Abilities:**

- Exceptional interpersonal and relationship-building skills, with the ability to establish trust and communicate effectively with physicians, partners, and other stakeholders.
- Strong client service orientation, with the ability to understand member needs and provide responsive, professional support.
- Excellent organizational, time management, and project coordination skills, with the ability to manage multiple priorities, meet deadlines, and adapt to changing demands.
- Demonstrated ability to work independently with minimal supervision while contributing effectively as a collaborative member of a small team.
- Strong critical thinking, sound judgment, and problem-solving skills, with the ability to identify issues, develop practical solutions, and exercise initiative.
- Excellent attention to detail and accuracy when maintaining records, tracking information, preparing reports, and coordinating activities.
- Strong verbal and written communication skills, with the ability to communicate professionally with a wide range of audiences.
- Proficient computer skills, including Microsoft Office (Excel, Word, Outlook, PowerPoint), SharePoint, OneDrive, Zoom, and the ability to quickly learn new software applications.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Knowledge of the BC healthcare system and experience working with physicians and other healthcare professionals is considered an asset.
- Knowledge of the Campbell River and District community and a genuine interest in supporting primary care is an asset.

**Working Conditions:**

- This position is an in-office based position located in Campbell River.
- Typical work week is Monday through Friday, with occasional evening or weekend work as required.
- Regular travel within the Campbell River area. And occasional travel on Vancouver Island and Lower Mainland regions for team or partner meetings, training sessions, and events is required.

**Employment Details:**

- Part-time (30 hours a week). Eligible for benefits after three months.
- Salary: \$43,200-\$56,000 annually, based on the candidate's skills, qualifications and experience.
- Must reside in Campbell River.
- The posted salary range represents the budgeted compensation for this position. Final offers will be based on factors including skills, qualifications, experience, and other job-related considerations.

Closing Date: August 10, 2026

To apply please send a cover letter and resume to:

**Dawn Hamilton**

**Executive Director**

**Campbell River & District Division of Family Practice**

[jobs@crddivision.ca](mailto:jobs@crddivision.ca)

Thank you to all interested candidates. Only candidates selected for an interview will be contacted.