

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

*Are you a natural relationship-builder who enjoys connecting with people?
Are you organized, proactive, and comfortable managing multiple priorities?
Would you enjoy being a welcoming, consistent point of connection for physicians—from their first
interest in our community through recruitment, onboarding, and ongoing engagement?
Do you want to make a meaningful contribution to strengthening family practice in Campbell River and
District?*

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

About Us

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 to identify 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, Nuu-chah-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)

About the Role

Reporting to the Program Manager, the Program Coordinator coordinates the delivery of a range of Division programs and initiatives, with a significant current focus on physician recruitment, onboarding, integration, retention, and relationship-building.

A central part of the role is developing trusted, genuine relationships with family physicians – both those already practising in our community and those considering Campbell River and District as a place to live and work. The Program Coordinator helps create a positive and welcoming experience throughout the

physician journey, from initial inquiry and community visits through onboarding, integration, and ongoing engagement.

The role also coordinates Division programs and projects that support physicians and advance the priorities identified in the Division's Strategic Plan, including initiatives related to physician wellness, clinical supports, and other emerging priorities.

Key Duties & Responsibilities

Physician Recruitment & Engagement

- Build and maintain trusted relationships with current and prospective physicians, serving as a welcoming and responsive point of contact.
- Coordinate physician recruitment activities, including inquiries, site visits, introductions, onboarding, and integration.
- Support prospective physicians in exploring local practice opportunities and connecting with clinics, physicians, and community resources.
- Plan recruitment and engagement activities that showcase Campbell River and District and strengthen connection within the physician community.
- Maintain consistent follow-up with prospective and newly recruited physicians throughout their recruitment and integration journey.

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 assigned Division programs and initiatives from planning through implementation, monitoring, and evaluation.
- Develop and maintain work plans, timelines, reports, and other program documentation.
- Track deliverables and emerging issues and recommend adjustments to support successful outcomes.
- Work collaboratively with Division staff to ensure the effective delivery of programs and initiatives.

Meetings & Communications

- Coordinate the content and follow-up required for the programs, 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 and stakeholders.

- Communicate project updates and outcomes to Division leadership and members.

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.
- Demonstrated commitment to cultural humility, with a focus on practicing cultural competency and sensitivity.
- BC healthcare/physician experience an asset.
- Project Management education/certification an asset.
- Valid Class 5 license and reliable vehicle 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 is a Campbell River-based position, and the successful candidate must reside in Campbell River. Regular in-person presence is required for physician and clinic engagement, meetings, events, and team collaboration. Some hybrid work may be available based on operational needs.
- Typical work week is Monday through Friday, with occasional evening or weekend work as required.
- Valid BC Driver's License and access to a reliable vehicle are 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:

- Permanent, part-time: 30 hours a week.
- Compensation: \$43,200-\$56,000 annually, based on the candidate's skills, qualifications and experience.
- Eligible for comprehensive health and wellness benefits and RRSP program after three months.

How to Apply:

Please send a cover letter and resume to:

Dawn Hamilton
Executive Director
Campbell River & District Division of Family Practice
jobs@crddivision.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.