

Title: Programs Coordinator  
Employer: Chilliwack Division of Family Practice  
Location: Chilliwack, BC  
Hours: 37.5 hrs/wk, flexibility required  
Duration: immediately – March 2017, with possibility of extension

#### The Opportunity

The Chilliwack Division of Family Practice (CDoFP) is a non-profit society that represents doctors in Chilliwack, Agassiz, Seabird Island and Hope. Our members provide primary care services from Chilliwack to Boston Bar, and we strive to improve health care services for patients by supporting an engaged and collegial medical community. Working as a team, each staff member is encouraged to be a leader of their files and to collaborate. Values for staff include providing the highest quality service to CDoFP Members, staff, patients, partners, and community members; collaboration; collegiality; strong work ethic; professionalism; and continuous learning and improvement.

We are seeking an experienced Programs Coordinator to support the administration, coordination, and communication of Division programs and related activities. This is a temporary full-time position for approximately nine months with the possibility of extension.

#### The Responsibility

To ensure the success of this important work for primary care in our area, the Division is seeking a candidate with excellent administration, engagement and communication skills.

Examples of the activities the Programs Coordinator is responsible for include:

- Office administration and reception – development of a members' database, directing inquiries to appropriate members and staff, ordering office and program supplies.
- Program support inclusive of organization of meetings, development of agenda packages, and member and community engagement.
- Analyze data, summarize, and prepare project status reports.
- Communications to members, stakeholders, and community inclusive of Division website and social media, and a monthly newsletter.

#### Qualifications

A level of education, training, and experience equivalent to the completion of a Bachelor's degree plus a minimum of 3 years recent related experience with proven success in program coordination and communication (preferably in health care).

- Demonstrated skill and experience in member and community engagement.
- Excellent interpersonal, communication and organizational skills.
- Flexibility and the temperament and skills to manage change in a rapidly evolving community health initiative with a significantly compressed timeline.
- Strong marketing skills including social media and website, on-site meetings and presentations.
- Demonstrated ability to be innovative, creative, and solution seeking.



- Experience in providing administrative and coordination support to projects focused on the primary care sector and working with family doctors is an asset.
- Excellent time management and organizational skills.
- Must be able to work well under pressure at times to handle a wide variety of activities and confidential matters with discretion and professionalism.
- Computer literacy with word-processing, spreadsheet, presentation and project management applications.
- Ability to work independently, as well as work closely in a supportive capacity with the Executive Director, project team and the Board of Directors.

The Programs Coordinator will be required to work in the Division offices and attend early morning, daytime, or evening meetings and travel within the community to meet with doctors, staff, and other stakeholders. The Programs Coordinator will also be required to attend regional, and, as required, provincial related events.

Salary is commensurate with experience.

Please submit an application, including resume and cover letter to [kbepple@divisionsbc.ca](mailto:kbepple@divisionsbc.ca)

In the subject email line: Programs Coordinator Application – May 2016

The posting is open until the position is filled. We thank all applicants for their interest in this position, but only those applicants who will be interviewed will be contacted.

