

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

The Communications and Administration Coordinator is the ‘pulse’ of our Division - the main point of contact with our members and the community and the ‘voice’ behind our communications. They are the ‘secret sauce’ that helps coordinate the work of the Executive Director and they are a valuable contributor to the work of the program staff.

Who is the Campbell River and District Division of Family Practice (CRDDFP)?

The CRDDFP is a non-profit society that represents over 75 family physicians and works with other providers and partners in Campbell River and district that includes the areas of Cortes and Quadra Island, Gold River/Tahsis and Sayward. The Division provides opportunities for physicians to work collaboratively with Island Health, community partners, the General Practice Services Committee (GPSC) and the Ministry of Health to identify the health care needs, and to develop solutions to meet those needs in the community and district. We develop and deliver a suite of programs, including those that focus on long term care, maternity supports, physician wellness, recruitment, and retention.

The Division is committed to ensuring that their programs consider the calls to action by the Truth and Reconciliation Commission of Canada and the In Plain Sight report. The area that the Division covers includes the Coast Salish, Nuu-chah-Nulth and Kwakwaka’wakw family groups and the Métis of the North Island.

What Will the Communications and Administration Coordinator Undertake?

Reporting to the Executive Director, this role starts part time at 24 hours/week, working in a hybrid model of work from home with occasional need to work in the Division office as determined by the ED. Hours of work can be flexible across the work week however evening availability to attend monthly Board meetings is a must.

Duties and Responsibilities:

Communications:

- Act as the main point of contact for Division members and partners, provides courteous and professional assistance to our Family Physicians, key partners and community members.
- Ensure the Division members receive relevant and timely communications through their preferred means of access
- Design, write, edit and distribute bi-weekly and monthly communiques for Division members
- Create, plan, and/or direct public facing awareness campaigns to promote community education
- Update, enhance, maintain and respond to inquiries on all web- based platforms including: the CRD Division website, the CRD Division portion of islanddocs.com; Pathways, FETCH

- Act as website administrator, working with contracted support as needed
- Manage and monitor all Division social media communications
- Maintain regular connection with all Division clinics and clinic staff within the District
- Engage with community groups supporting efforts that impact primary health care; attend community meetings as required
- Initiate, implement, and maintain an effective communications strategy that meets the needs of the Division, its members and the community.

Administration

- Provide a range of administrative and project support services to the Executive Director as well as staff working on specific projects/initiatives
- Manage and store information and data in accordance with the Personal Information Protection Act
- Prepare documentation for meetings, workshops and briefing sessions including agendas, support materials, outlines and documentation
- Arrange and attend as required all committee, steering group, working group, and Division meetings
- Attend and take minutes at all Board meetings
- Manage event and conference logistics including support for the Annual General Meetings
- Maintain schedules and manage correspondence for the Executive Director
- Other duties as may be requested

Job Requirements/Qualifications

- Bachelor's Degree in Communications, Public Relations, Marketing or equivalent combination of training and work experience.
- Minimum 2+ years in a related role
- Effective and clear communication skills (written and oral)
- Experience in graphic design, web based and social media platforms and software
- Ability to multitask and prioritize with a high level of organization and strong attention to detail
- Integrates seamlessly within and as part of a team, and can focus and work independently
- Evening availability to attend and participate in Division events/meetings is a must.

Work Environment and Remuneration

- This is a part time, 24 hour/week position with potential to increase hours/week.
- Salary is \$30.00/hour plus a comprehensive health and wellness benefits package.

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

How to Apply

- Please submit your resume and cover letter noting 'Comms/Admin Position' in the subject line to: jobs@crddivision.ca Applications will be reviewed as they are received, and early submission is encouraged. Please note that only candidates selected for an interview will be contacted.