

Job Title: Program Assistant

Status: Contract position (until March 31, 2019)

Start date: September 17, 2018

Community: Williams Lake and area

Organization: Central Interior Rural Division of Family Practice (CIRD)

Rate: \$25 per hour for 20-30 hours/week. Mileage and other associated expenses will be approved on an as-needed basis.

Position Description

The Program Assistant will support a variety of CIRD programs and projects. This will include and is not limited to, the Patient Medical Home and support to the administrative assistant.

The position will:

- Work under the direction of the program leads
- Work collaboratively with the wider Division team
- Attend events as required
- Record and distribute meeting minutes in a timely manner
- Plan and execute meetings and events as directed
- Liaise with Physicians, Specialists and Interior Health staff
- Respond to inquiries through email, telephone, and personal visits
- Assist with other program work as needed
- Enter information into and maintain relevant databases

Desired Skills and Abilities:

- Excellent communication skills, both verbal and written
- Strong organizational and computer skills, specifically MS Outlook, Excel, PowerPoint, and Word
- Administrative experience, including organizing meetings and taking minutes
- Ability to think proactively and establish priorities
- Demonstrated ability to work with minimal supervision
- Ability to work effectively with diverse personalities and working styles
- High level of initiative, flexibility, and confidentiality
- Ability to represent the CIRD professionally and in accordance with the values and priorities of the organization

Specific Accountabilities Include

The Program Assistant will work on contract from their home office, attend regular meetings, and perform job-related duties in the geographic area. Attendance at early morning or evening meetings will be required.

The incumbent will hold a valid BC driver's license, have access to a reliable vehicle, and have a personal computer and cell phone to use for business purposes.

The successful candidate will need to maintain professionalism at all times and follow the CIRD policies and procedures around confidentiality.

The applicant must be prepared to travel within the CIRD geographic area and on occasion travel to regional events or meetings.

Please provide the CIRD with resume for this contract by September 4, 2018, by 4:30 pm. Please email resume to slabelle@divisionsbc.ca.

CIRD: <https://www.divisionsbc.ca/cird>

Facebook: <https://www.facebook.com/CentralInteriorRuralDivision>