**Job Posting: Project Coordinator, Facility Engagement**

**Reports To:** [Board of Directors or MSA Executives], [Insert Society or MSA Name]

**Duration:** One Year Contract Position with Option to Renew

**Job Summary**

Reporting to the [Board of Directors or MSA Executives], [Society/MSA]; the Program Coordinator provides primary coordination to the [Board of Directors or MSA Executives] and any project or program of the [Society/MSA].

The Program Coordinator, Facility Engagement, is responsible for coordinating, tracking, monitoring and reporting the status of the Society to internal and external stakeholders and, for suggesting and implementing changes to streamline processes.

**Key Responsibilities and Duties**

1. **Program Coordination**
* Provide overall coordination and support to the [Society/MSA] and its programs and projects.
* Ensure program processes are consistent and in alignment with the provincial Facility Engagement Initiative, as appropriate.
* Support assigned projects and take initiative in developing appropriate tools to facilitate their effective organization and completion.
* Support the Board of Directors in essential internal program leadership activities including administration, and organizational planning.
* Perform other duties as required.
1. **Tracking and Reporting:**
* Support the Board of Directors in its work plan and budget planning process.
* Track and monitor the status of the incorporation and funding arrangements.
* Track and prepare reports in the major areas of activity and project progress relating to physician engagement.
* Coordinate submitted projects/initiatives; analyze data and research; and advise on complex issues.
* Maintain records for financial reporting and analysis, as required.
* Summarize and reconcile all monthly transactions against bank and submitted billings for sessional payments and operational costs.

**Skills and Qualifications**

* High school graduation supplemented by business and/or secretarial courses equivalent to up to one year of study, with at least 7 to 10 years related experience.
* Knowledge of BC’s health care system and experience working with specialist physicians, and/or experience working with facility-based physicians in hospitals would be considered an asset.
* Excellent organizational, interpersonal, oral communication and relationship management skills while working under pressure and deadlines.
* Excellent judgment in setting priorities, identifying issues and determining action required.
* Strong minute-taking and transcribing skills.
* Excellent written skills and proven ability to develop clear, concise and comprehensive reports and correspondence.
* Organized, resourceful and efficient attributes with an outstanding attention to detail.
* Ability to accurately account and track claims and financial transactions.
* Demonstrated ability to work independently as needed, as well as an important member of the team.
* Knowledge of MS Office suite, Outlook, Excel (high level), Word and PowerPoint. Knowledge of SharePoint an asset.

**To Apply**

Interested candidates can email their resume and cover letter to [insert email address].

We thank all applicants; however, only those selected for an interview will be notified.