

Patient Education & Project Support Coordinator

**Want to live and work in your community? Want to make a difference improving people's lives?
Looking to improve your work/life balance? Looking for a fast-paced, challenging, evolving position?**

The Ridge Meadows Division of Family Practice (RMDFP) is a non-profit society that has been incorporated since 2010 serving the Maple Ridge and Pitt Meadows areas. RMDFP provides approximately 122 members with a strong voice to ensure that our physician members are at the forefront of positive change in our health care system for patients in Ridge Meadows.

The RMDFP is dynamic, progressive and passionate about the local medical community. We are looking for the right person to join our fun, fast-paced, supportive team. Someone with flexibility in their work schedule, a collaborative, team-oriented focus and a positive, "can do" attitude.

The Patient Education & Project Support Coordinator is an exciting new position at RMDFP, supporting our new initiative that will transform health care in our community! The ideal candidate will have top-notch Patient Education and Project Management knowledge along with strong data and document management skills.

Type of position: Full time, contract

RESPONSIBILITIES:

Project Support

- Support PCN and Project Managers in a variety of project pieces with a start and end date
- Work with PCN Manager to prioritize project pieces with a work plan while managing deadlines
- Research and Inquiry
- Report Design
- Communications
- Evaluation, data collection, analysis
- Support project process, systems, procedures and project operations

Patient Education

- Support PCN Managers and Partners to develop patient education system that meets our PCN Service Plan, Patient and Clinic needs
- Coordinate system with an annual plan implementation
- Support the communications and marketing of the patient education system
- Provide and produce monthly, or as needed program reports
- Support evaluation and data requirements with reporting and analysis
- Participate in working groups and leadership meetings as required
- Participate in working groups and leadership meetings as required
- Patient Education Event Management: Source speakers, venues, set up, RSVPs, promotion, follow up, evaluation
- Develop and implement and communication promotions plan

Patient Education & Project Support Coordinator

Overall Coordination Responsibilities:

- Project timeline management
- Reporting, Tracking and Analysis
- Data Entry
- Tools and System Management
- Report Writing and Design
- Communication
- Meeting Support
- Skill Diversity; proficiency in Microsoft Office Suite, Smartsheet, Act On
- Engage members, community partners, etc, to meet deliverables deadlines.

REQUIRED SKILLS, QUALIFICATIONS & EXPERIENCE:

- 3 + years in project support and evaluation in a fast-paced environment
- Post-secondary diploma/certificate
- Strong understanding of Marketing and Communications
- Exceptional time management skills with the ability to t with the ability to work in a deadline-oriented environment
- Proficiency with computers including Microsoft Office Suite
- Excellent customer service and communication skills with the dynamic ability to engage busy members
- Strong verbal and written communication skills
- Familiarity with non-profit sector is an asset

Pay: \$23 per hour plus extended benefits

Qualified applicants may submit resume with cover letter and salary expectations via email.

<mailto:rmadmin@divisionsbc.ca>

We appreciate all applicants, but only those deemed qualified will be contacted.