



## JOB DESCRIPTION

|                |                                                                                         |                           |                                            |
|----------------|-----------------------------------------------------------------------------------------|---------------------------|--------------------------------------------|
| Position Title | Project Coordinator,<br>Squamish General Hospital MSA/Facility<br>Engagement Initiative | Position Type             | Contract; Part-Time (10-20<br>hours/month) |
| Reports to     | MSA President, SGH MSA<br>Facility Engagement Chair, SGH FE                             | Reporting to<br>this Role | N/A                                        |

## JOB SUMMARY

The Squamish General Hospital Facility Engagement (FE) Initiative Project Coordinator works alongside the Project Manager to support and organize the activities of the SGH Medical Staff Association.

## ORGANIZATIONAL STATUS

Reporting to the MSA President and the Facility Engagement Chair, the Project Coordinator liaises with the Project Manager, medical/Health Authority staff, Doctors of BC representatives and other community partners to operationalize projects and initiatives of the SGH MSA.

## WORK PERFORMED

- coordination and scheduling of meetings of the MSA and the Facility Engagement (FE) Working Group, and meetings between the MSA/FE (or representatives of the Group) and the Health Authority;
- administrative and secretarial services for meetings of the MSA/FE and meetings of directors, including preparation of meeting packages, agendas, briefing and discussion documents, minute taking for meetings and arranging for meeting logistics (food order/room bookings);
- maintenance of records for meetings and decisions of the MSA/FE and of directors;
- assist with tracking and preparation of reports on the major areas of activity and project progress in regard to physician engagement;
- attendance at MSA/FE meetings, meetings with Health Authority Representatives and Squamish General Hospital Medical Staff events;
- communication with and amongst the MSA/FE members, directors and others, as required to follow up on action items and develop strategies to address issues;
- coordination of submitted projects/initiatives and analysing data, researching and advising on complex issues;
- training of MSA/FE executives on the use of the Facility Engagement Management System (FEMS); onboard and train new FEMS users, process/approve FEMS claims, manage FEMS errors
- prepare, file and submit contractor invoices for payment
- work alongside Project Manager on maintaining/updating website content



## WORKING CONDITIONS

The Project Coordinator position requires availability to work from Monday to Friday during regular working hours with flexibility to attend evening and/or weekend meetings. Travel may be necessary across the Sea to Sky region; reliable transportation is required. This position can include long periods of sitting and computer work.

## QUALIFICATIONS

- Bachelor's degree in a related field or equivalent combination of experience and education
- Minimum 5 years of recent related experience
- Experience with managing a substantial operational budget and knowledge of financial management an asset
- Demonstrated experience working with non-profits, preferably in the health sector
- Proven diplomacy, tact, empathy and understanding of sensitive confidential issues
- Familiarity with Microsoft suite of programs, Cloud storage, email and calendar management, web and social media platforms, excellent typing skills

## SKILLS AND KNOWLEDGE

- Champions positive working relationships, builds rapport with a diverse set of colleagues and external stakeholders
- Able to work under deadlines, alone or with others
- Knowledge of the BC primary health care system is an asset
- Some knowledge of labour relations issues, including full cycle recruitment, performance management, strategic HR functions, and leading a diverse team of employees and contractors
- Experience facilitating organizational change in a collaborative working environment, including acting as a mentor, coach and mediator
- Able to set goals, create and implement action plans, monitor progress towards goals and the process and results
- Exemplary interpersonal, communication, listening and conflict resolution skills. Encourages open exchange of information and ideas using appropriate communication
- Able to identify problems and demonstrate resourcefulness and creativity in solving them

Reach out to [squamishmsa@gmail.com](mailto:squamishmsa@gmail.com) with your resume and a letter of interest.