



**For three decades, RhPAP – Alberta’s Rural Health Professions Action Plan** has supported the efforts of rural Albertans to maintain an accessible health workforce close to home. Established in 1991, and originally focused on supporting practising rural physicians, RhPAP has grown to be a broader rural community health workforce attraction and retention resource, an ally with Alberta’s medical schools, as well as a trusted collaborative partner for rural Alberta communities trying to achieve greater access to health care.

RhPAP is currently recruiting for a full-time **Program Coordinator**. Reporting to the Manager, Finance, Office Services, and Housing. The Program Coordinator is responsible for housing administration needs which include medical students, medical residents, rural residents, integrated clerkship students, Royal College residents, nursing and pharmacy students and other health professionals who are in rural rotations requiring housing, ensuring all properties are well maintained and in good standing.

We are seeking a strong professional who is flexible, comfortable thinking outside the box, and embraces an inventive mindset when identifying new approaches. This position requires strong proficiency in databases, the ability to troubleshoot and fix problems and to be a team player. Flexibility is essential, along with the ability to assess and respond to situations in a dynamic environment. They must have demonstrated proficiency working under pressure and within strict deadlines, a willingness to take ownership of challenges and work to develop solutions and a keen sense of attention to detail.

To develop long-term relationships, the successful candidate must possess outstanding facilitation and communication skills. Critical thinking and the ability to make informed decisions is crucial. Being approachable, personable, and collaborative is vital.

Responsibilities of the position include but are not limited to: coordinating and scheduling use of available accommodations for medical students, residents, and allied health students. Setting up or terminating accounts such as Internet, utilities. Purchasing or moving furniture and housing supplies. Coordinating delivery and/or travel to a community to complete a move or physical set-up. Ensure properties are maintained by doing inspections and scheduling updates as needed; and other duties as assigned.

This is an exciting and challenging role for someone who:

- Has strong time-management skills.
- Has exceptional customer service skills.
- Like to work independently yet be an integral part of a team.
- Has experience working with databases.
- Has impeccable attention to detail and can manage large amounts of information.
- Is an effective communicator and practices active listening.
- Enjoys collaborating with post-secondary institutions and students.
- A post-secondary degree is preferred.



The successful candidate must have the ability to travel throughout the province, possess a valid driver's license and have access to a reliable vehicle. The ability to work flexible hours, as evening and weekend work may be required, is a must.

To apply in complete confidence, please email a cover letter and resume as one PDF to [collette.featherstone@rhpap.ca](mailto:collette.featherstone@rhpap.ca) with the subject "Program Coordinator" by 4:00 PM MST October 11, 2024.

We will consider applications on a rolling basis and may not wait until the application deadline to interview suitable candidates and extend offers, so we encourage you to apply as soon as possible. No calls please.