

This position is open to candidates in Edmonton or those working from a home-based office in Alberta.

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. RhPAP is steadfast in its commitment to ensure rural Alberta communities have a health workforce that delivers the services they need to thrive. We recognize our staff, who span the province, are the backbone of this commitment. By harnessing our collective passion, energy, and expertise, we embody a culture code dedicated to fostering collaborative relationships, embracing an inventive mindset, going the extra mile, and loving the work we do.

RhPAP is currently recruiting for a full-time **Database Coordinator**. This position is responsible for the successful configuration, deployment, and management of CRM systems. The core responsibility of the position is the ongoing operation and day-to-day management of the Microsoft Dynamics 365 environment. The Database Coordinator works with the CEO, along with members of the Strategy and Stakeholders and Accommodations teams, to implement data management processes to improve accuracy and efficiency, identify trends, and demonstrate RhPAP’s impact on rural healthcare.

Job Requirements:

- Relevant post-secondary degree with a minimum of three years’ experience.
- Experience with CRM systems (Microsoft Dynamics 365 would be considered a benefit).
- Ability to work collaboratively and effectively with other team members from other areas of expertise within the organization.
- Hands-on experience working on data governance, data mapping, data cleansing, and data migration projects
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Meticulous attention to detail and a commitment to accuracy is critical.
- Demonstrated planning, problem-solving, project and time management skills.
- Ability to multi-task and prioritize workload.
- Ability to build and sustain positive, mutually supportive relationships internally and externally.

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 on occasion.

To apply in complete confidence, please email a cover letter and resume as one PDF by 4:00 PM MST **Friday, December 6, 2024**. Applications can be sent to: Collette Featherstone, Manager, Executive Services -- collette.featherstone@rhpap.ca

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.

Hours of Work: 40 hours per week

Note: Satisfactory background screening is required for this position, which includes a Criminal Record Check/Police Information Check.