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## Executive Coordinator - RhPAP

### About RhPAP:

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, RhPAP has grown into a vital resource for rural community health workforce attraction and retention, a partner with Alberta’s medical schools, and a trusted collaborator for rural Alberta communities striving for greater access to healthcare.

### The Opportunity:

RhPAP is seeking a highly motivated and detail-oriented **Executive Coordinator** to join our team on a full-time basis. Reporting to the CEO, as the **Executive Coordinator**, you will play a key role in supporting executive operations, board governance, and internal communications.

You’ll work closely with the CEO, leadership team, and external stakeholders to ensure high-quality coordination of board meetings, strategic initiatives, and organizational priorities. This is a dynamic, fast-paced role suited to someone who thrives on collaboration, discretion, and making things run smoothly behind the scenes. The successful candidate will be a detail-oriented problem-solver with strong project management and interpersonal skills.

**Please note that this position is not remote or hybrid. The successful candidate will work five days a week at our Edmonton office.**

### Key Responsibilities:

- Create and maintain systems and processes to streamline operations.
  - Manage the CEO’s calendar and prioritize their time and schedule. Adequately brief and prepare the CEO for their activities and anticipate his/her needs to deliver on their accountability.
  - Manage key strategic projects or initiatives for the CEO, as required.
  - Prepare the budget for the CEO’s office, expense claims, and other administrative requests, as applicable, on behalf of the CEO.
  - Support the CEO during strategic and operational planning cycles, ensuring timelines, input, and documentation are effectively managed.
  - Draft high-quality correspondence, briefing notes, and communication on behalf of the CEO
  - Assist with the development and coordination of internal events and recognition programs.
  - Assist with KPI tracking and strategic initiative progress reporting.
  - Manage logistics for internal and external stakeholder engagements.
  - Plan and coordinate all aspects of board and committee meetings, including logistics, agendas, documentation, and minute-taking.
  - Ensure board materials and communications are professional, timely, and aligned with governance best practices.
  - Maintain accurate records and ensure the confidentiality of board proceedings.
  - Coordinate board member onboarding, engagement, and training.
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- Coordinate travel and accommodations for staff, Board and volunteers.
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**Qualifications:**

- Minimum 3–5 years' experience in a senior administrative or executive support role
- Strong communication, writing, and organizational skills
- Proficient in Microsoft Office Suite and virtual platforms
- High attention to detail and the ability to handle confidential information
- Ability to work independently in a fast-paced, deadline-driven environment
- Experience supporting board governance and strategic planning processes is a requirement
- Ability to travel and work flexible hours (evenings and weekends as required)

**Key Competencies**

- Strategic thinking and sound judgment
- Strong relationship-building and facilitation skills
- Ability to multi-task and work under pressure with competing deadlines
- Detail-oriented, self-directed, and highly collaborative
- Commitment to RhPAP's mission, vision, and values

**Salary & Benefits:**

RhPAP offers a competitive salary range of \$60,000 - \$70,000 commensurate with experience and qualifications. We also offer a comprehensive benefits package.

**To Apply:**

Interested candidates are invited to submit their resume and cover letter to [collette.featherstone@rhpap.ca](mailto:collette.featherstone@rhpap.ca) by April 25, 2025.

RhPAP is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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