

Rural Unit Coordinator – Medicine Hat

Be part of something important – help support the training of physicians for rural Albertans



If you are highly proficient at office administration, document preparation and communicating with clients and stakeholders – then we should talk. The Alberta Rural Physician Action Plan (RPAP) is one of Canada's most comprehensive programs for the education, recruitment and retention of physicians for rural practice. They were established by the Government of Alberta in 1991 and became an independent not-for-profit corporation in 2005. They are in need of an individual to provide a range of office support services in the Medicine Hat area of RPAP's Alberta Rural Family Medicine Network (ARFMN), www.arfmn.ab.ca

As the **Rural Unit Coordinator** you will report directly to the Executive Director of RPAP, but work day-to-day with the Co-Director – Medicine Hat of the Rural Alberta South (RAS) node, providing a full range of senior administrative and clerical duties, in support of a rural-based postgraduate medical training program. The position will be based in Medicine Hat congruent with the location and tenure of the Rural Unit Co-Director.

We are seeking a strong professional who shows initiative, is highly structured and efficient yet can excel at a wide range of duties and can direct and prioritize their own work with minimal supervision.

As an ideal candidate, you have at least 5 years of progressively more responsible experience in a related role, are highly proficient with MS Office applications (Word, Outlook, PowerPoint, Excel), have excellent research and problem solving skills and superior customer service and interpersonal skills. You should ideally have achieved this experience in a management, healthcare or community development environment. You are comfortable in working with various computer applications including databases, email, spreadsheets, and others. You are self-motivated and excel at managing multiple projects and time management. . You also are available to travel for this position from time-to-time.

This is a full-time permanent position based in **Medicine Hat** with an attractive compensation package and benefits.

To apply in complete confidence before Wednesday 30 July 2010– please send a cover letter and resume to Dean Lack at Dean.Lack@rpap.ab.ca or call us at 780 445-8900.