



Program Assistant

(0.5 FTE, 6-Month Contract)

Location: Remote/hybrid within British Columbia

Reports to: Chief Executive Officer

Organization: Med Response BC Society

Contract Type: Part-time, fixed-term 6-month contract (0.5 FTE). Target start early-mid November 2026, running approximately November 2026 – April/May 2027. Immediate start preferred; applications reviewed on a rolling basis.

Organizational Overview

Med Response BC (MRBC) is a nonprofit society committed to transforming prehospital and retrieval medicine for rural, remote, and Indigenous communities across British Columbia. Anchored in cultural safety, community partnership, and health equity, MRBC operates services including aeromedical retrieval, repatriation, and real-time clinical coordination. MRBC's model builds on best practices from global retrieval services, aiming to close systemic gaps in access, workforce, and coordination.

Position Summary

MRBC seeks a highly motivated and detail-oriented individual to serve as a Program Assistant (Contract, 0.5 FTE), providing operational and administrative support to the Rural Retrieval and Transfer Medicine Capacity Building Program. This program aims to build clinical capacity in rural BC by equipping providers with retrieval and transport medicine competencies.

The successful candidate will have strong organizational, communication, and technical skills, with the ability to work independently and collaboratively in a dynamic, mission-driven environment.

Two immediate priorities anchor this contract: supporting the delivery of MRBC's Rural Retrieval and Transfer Medicine (RMRC) course in Port Hardy in December 2026, and coordination of MRBC's conference in Vancouver in February 2027. This is a hands-on, deadline-driven role, and the successful candidate must be able to take ownership quickly with limited onboarding.

Key Responsibilities

Administrative Support

- Coordinate logistics for training sessions, meetings, and program events
- Maintain organized records, program files, and communication logs
- Manage calendars, scheduling, and correspondence for program team members

Operational Coordination

- Support the planning and execution of simulations, site visits, and collaborative engagements
- Assist in the development and dissemination of educational materials and program resources
- Track deliverables, timelines, and data for reporting purposes

Communication & Stakeholder Engagement

- Draft and format written communications, minutes, and outreach materials
- Liaise with rural clinicians, partner organizations, and community stakeholders
- Contribute to knowledge translation, including website updates, newsletters, and social media

Data Management & Reporting

- Enter, organize, and analyze program-related data (e.g., participation, outcomes, feedback)
- Support reporting requirements to funding bodies and MRBC leadership
- Contribute to quality improvement and impact measurement initiatives
- Basic financial data entry, budget and finance reporting

Qualifications & Experience

Education

Bachelor's degree or College Diploma in a relevant field (e.g., health administration, public health, business, education) or equivalent combination of education and experience.

Experience

Ideally 2 or more years in a program support, coordination, or events role, preferably in healthcare, nonprofit, or education sectors. Demonstrated experience coordinating events, courses, or logistics is strongly preferred, given the immediate deliverables. High-achieving and motivated recent graduates who can take ownership quickly with limited onboarding are also encouraged to apply.

Core Competencies

Organizational Skills

Ability to manage multiple priorities with accuracy and timeliness. Strong record-keeping and task-tracking skills.

Communication Skills

Excellent interpersonal, written, and verbal communication abilities. Ability to communicate with diverse stakeholders, including clinicians, administrators, and community members.

Technical Skills

Proficient in Claude Cowork (and similar AI software), Microsoft Office (Word, Excel, PowerPoint, Teams), Zoom and Adobe Express/Canva. Familiarity with project management or database tools is an asset.

Interpersonal & Team Skills

Positive, proactive, and adaptable approach to evolving needs. Ability to work both independently and as part of a multidisciplinary team. Comfortable taking ownership of deliverables and working effectively with minimal onboarding.

Confidentiality & Professionalism

Discretion in handling sensitive information. Demonstrated alignment with MRBC's values of equity, safety, and collaboration.

Additional Information

This is a part-time, fixed-term contract role (0.5 FTE) of six months' duration, with flexible hours and remote work arrangements. Two on-site travel commitments within BC are required for the role's key deliverables: approximately 5 days in Port Hardy in December 2026 for the RMRC course, and approximately 3 days in Vancouver in February 2027 for the MRBC conference. Travel and accommodation within BC will be covered. A structured handover from the outgoing team member will be provided to support a smooth and rapid start. Compensation will be discussed during the hiring process and is commensurate with experience, aligning with MRBC's nonprofit wage structure.

To apply or for further information contact:
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