

Reporting to: Operations Manager

Location: Remote position. Candidates must reside in BC.

Hours: Part-time (22.5 hours/week)

Term: One year contract position, with the potential for renewal subject to organizational needs and funding.

Compensation: \$32 - \$37 per hour plus extended health benefits, and RRSP matching program

About us

The Thompson Region Division of Family Practice (TRDFP) is a diverse community of family physicians and nurse practitioners, residents and midwives who provide primary care in Kamloops, Barriere, Scotch Creek, Chase, Logan Lake, and Sun Peaks. We work collaboratively to pursue excellence in family medicine, striving to improve physician and patient satisfaction and wellness. Our goal is to be a model community for the delivery of family medicine and primary health care in British Columbia.

What you'll be doing

As the Communications Coordinator, you will play a key role in helping tell the Division's story and ensuring our work is communicated clearly, consistently, and effectively to members, partners, stakeholders, and the broader community.

Reporting to the Operations Manager, you will serve as the central coordination point for communications activities across the organization. This role combines communications coordination, content creation, digital communications, and stakeholder engagement support. You'll work closely with team members, contractors, and partners to develop compelling content, strengthen communication processes, and support initiatives that improve healthcare across the Thompson Region.

More specifically, you will:

- **Content Development & Storytelling:** develop articles, stories, newsletters, impact summaries, presentations, and communications materials that highlight Division initiatives, provider experiences, innovation, and organizational impact.
- **Digital Communications:** manage and maintain communications channels including the website, social media platforms, Pathways BC, and the Division's biweekly e-newsletter (Xpress), ensuring information is current, engaging, and aligned with organizational priorities.
- **Communications Coordination:** manage the communications calendar, coordinate requests from across the organization, and support the planning and delivery of communications initiatives.
- **Brand & Content Management:** ensure consistency in messaging, tone, branding, and communication standards across all platforms and materials.
- **Design & Creative Coordination:** work with external designers, photographers, videographers, and other contractors to support the development of communications

materials and visual content.

- Engagement & Event Support: support member and partner engagement activities through event promotion, registration support, communications planning, follow-up communications, and feedback collection.
- Media & External Communications: assist with media materials, press releases, partner communications, and opportunities to amplify the Division's work through external channels.
- Communications Analytics & Continuous Improvement: monitor communications metrics, identify opportunities to improve engagement, and support the development of tools, templates, and processes that strengthen communications practices across the organization.

Key Candidate Attributes

We are looking for someone who:

- Is an exceptional writer and storyteller who can translate complex information into clear, engaging, and audience focused communications.
- Is highly organized and able to manage multiple priorities, deadlines, and requests simultaneously.
- Enjoys building relationships and collaborating with a variety of stakeholders.
- Takes initiative, works independently, and follows through on commitments.
- Has strong attention to detail and takes pride in producing high-quality work.
- Approaches challenges with curiosity, creativity, and a solution-oriented mindset.
- Is committed to supporting a positive, collaborative, and inclusive team culture.

Qualifications

- Post-secondary education in Communications, Marketing, Journalism, Public Relations, or a related field, or an equivalent combination of education and experience.
- 2-4 years of experience in a communications, marketing, content development, or communications coordination role.
- Experience managing newsletters, websites, and social media platforms.
- Experience coordinating multiple projects, stakeholders, and competing priorities.
- Experience in healthcare, non-profit, public sector, or membership based organizations is considered an asset.

Skills & Abilities

- Exceptional writing, editing, and proofreading skills.
- Strong organizational, project management, and prioritization abilities.
- Ability to understand and communicate complex information in a clear and accessible manner.
- Experience using social media platforms and content management systems.
- Familiarity with Microsoft 365, including Teams, SharePoint, Word, and PowerPoint.
- Experience using Canva, Adobe Creative Suite, or similar design tools.
- Knowledge of website content management and digital communications best practices.
- Strong interpersonal, collaboration, and relationship-building skills.

Why join?

At TRDFP, we do things differently. We're a Teal-Inspired organization, which means we believe in trust, collaboration, and bringing our full, authentic selves to work. We thrive on diverse perspectives, encourage out-of-the-box thinking, and foster an environment where everyone feels valued, heard, and supported.

We know that great work happens in great cultures. Here's what our team loves about working here:

- Supportive & encouraging environment – we value each person's strengths and contributions.
- Collaboration & innovation – we think outside the box and work together to make an impact.
- Trust & respect – a safe space to be honest, curious, and lift each other up.
- Real-time recognition – we celebrate each other's successes, big and small.

At TRDFP, you'll have the opportunity to:

- Work alongside highly skilled colleagues in an innovative and collaborative setting.
- Contribute to real change in the healthcare system, making a difference in patient and provider experiences.
- Receive a competitive compensation package, including comprehensive health benefits & RRSP matching.
- Be part of a team that values and recognizes your contributions every day!

Diversity and Inclusion

The Thompson Region Division of Family Practice is committed to improving equality and promoting diversity in the workplace. We strive to create an inclusive, psychologically and physically safe environment where everyone is heard and valued for their contributions. We value diversity in the people we employ.

Apply Today!

If you are a proactive, strategic, and collaborative leader ready to make an impact, we want to hear from you! [Click here to learn more & apply today.](#)