

Project Assistant

Term:	Regular, Full-time
Language:	Bilingual (French/English)
Location:	Hybrid – a combination of working from home and our offices located: 200 Granville St. Vancouver, BC.
Compensation:	\$58,000-\$64,000
Start Date:	April 2023

THE OPPORTUNITY

Are you eager to put your well-honed communication and coordinating skills to work for a values-based organization that's helping solve the nursing crisis? Do you thrive on details and on ensuring that projects and teams run at their best? And does your energy, enthusiasm, and professional approach help establish excellent relationships with stakeholders, suppliers and office teammates? If so, this full-time job may be for you!

As an integral member of the Nursing Community Assessment Service (NCAS) at the BC College of Nurses and Midwives, the Project Assistant (PA) is key to ensuring the range of provincial and national projects move forward successfully. The PA works independently to balance priorities and workflow to provide efficient and effective support to the NCAS team and its projects. The PA manages deadlines and time pressures, and exercises initiative, judgement and problem-solving skills to complete work.

This is an ideal role for a confident, energetic and adaptable self-starter who can communicate fluently in French and English.

WHO WE ARE

The Nursing Community Assessment Service is part of the BC College of Nurses and Midwives. NCAS runs a high-stakes competency assessment that helps nursing regulators across the country make decisions about whether or not potential registrants are safe and ready to enter practice.

BCCNM is empowered under the Health Professions Act to regulate the practice of all licensed practical nurses, nurse practitioners, registered midwives, registered nurses, and registered psychiatric nurses in British Columbia. Regulation helps to protect the public by ensuring that professional care or service received by the public is competent, ethical, and meets the standards that society views as acceptable.

As western Canada's largest health profession regulator, we believe a diverse and inclusive team enriches our efforts to protect the public. We welcome applications from all who reflect the communities we

serve, and especially encourage Indigenous Peoples and members of equity-seeking groups to apply. We believe diverse perspectives and experiences bring both innovation and better outcomes to the work we do and the decisions we make.

Each of us strives to meet our commitment to the following values to maintain a workplace that is welcoming, respectful, and supports the well-being of every BCCNM employee:

- Trust is essential
- Better together
- Speak the truth
- Protect the public
- Stay curious

WHAT WE OFFER YOU

Our office is located at 200 Granville Street in Downtown Vancouver. To support a healthy work-life balance, we operate using a hybrid model. Employees enjoy a collaborative environment that offers flexibility to work both on-site and remotely each week.

As a valued member of our team, you can expect to be treated respectfully and professionally. While the workload is often busy, we are committed to supporting our staff to achieve work life balance. We value our staff and will give you opportunities to thrive.

Aside from the opportunity to be part of a passionate team contributing to our important mandate of protecting the public, BCCNM offers an attractive compensation and benefits package for regular employees that includes generous annual vacation, extended health benefits, participation in the Municipal Pension Plan, along with many other programs designed to promote employee health and well-being.

RESPONSIBILITIES

The Project Assistant supports NCAS projects and will:

- Engage (in English and French) with a broad range of stakeholders (government, subject matter experts, academic institutions, field-testers, caterers, service providers, etc.) to support project activities and to enhance relationships with stakeholders.
- Recruit, communicate with, and assign subject matter experts to a variety of NCAS projects.
- Participate in subject matter expert (SME) interview processes.
- Organize and prepare a variety of project presentations, project charters, and project communications.

- With direction from Senior Program Manager, engage in various projects management activities using project management tools such as clickup and visio to ensure timelines and deliverables are met
- Provide logistical support for all projects and events (workshops, exam writing sessions, meetings, etc); work includes organizing agendas, scheduling transportation, organizing catering and invoicing, etc).
- Write and produce updates as needed to NCAS website and social media.
- Manage deadlines and time pressures, and exercise initiative, judgment and problem-solving skills to complete the work.
- Manage all documents, systems and databases to ensure projects run smoothly.
- Develop and update NCAS's policies and procedures, guidelines and manuals as required.
- Develop, administer, and analyze surveys in collaboration with NCAS staff to support project data and evaluation strategies; collate data and reports on trends. Provide feedback and recommendations.
- Apply project management skills to event organization and coordination.

NOTE: Occasional evening and weekend work will be required.

EDUCATION, QUALIFICATIONS & SKILLS

Our ideal candidate will possess the following qualifications:

- A minimum of a post-secondary certificate or bachelor's degree
- A minimum of three years of related experience supporting projects and/or programs
- Bilingual (French as a First language preferable) written and oral is essential.
- Exceptional interpersonal skills, with ability to demonstrate effective communication, collaboration and customer service skills.
- Demonstrable experience engaging with a range of stakeholders including government, suppliers/vendors, and work teams.
- Demonstrable experience in developing guidelines and policies, and skill in visual communications including PowerPoint and/or other presentation software.
- Experience organizing all logistical aspects of meetings and workshops (both in person and online)
- Advanced skills in standard office software applications, in particular, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook and Visio)
- Demonstrable skills using project management software and database management.
- Experience with navigating social media (website, Facebook, LinkedIn).
- An ability to take initiative and exercise independence of judgment and action with minimal supervision.
- An ability to be detailed oriented, and to organize and prioritize own work with minimal supervision.
- An eagerness to learn and grow, and to take on new projects and assignments.

- An ability to maintain confidentiality and discretion of information received while performing regular work functions.
- Demonstrated understanding of diversity, inclusion, and cultural humility as they apply to nursing and midwifery practice and health care is an asset.

HOW TO APPLY

We offer accommodation for applicants with disabilities to take part in the selection process. If we contact you about an interview or testing, please let us know if you require accommodation. We keep all information in relation to accommodation confidential.

Please apply directly online through our website www.bccnm.ca/BCCNM/Careers/. In your cover letter, please tell us what interests you about this role. *While we appreciate all responses, only shortlisted applicants will be contacted.*

Note: References, education and professional credential verifications, a criminal record check and technical testing through a third-party agency will be required for all final candidates.

Learn more about NCAS at <https://ncasbc.ca>. Learn more about BCCNM at www.bccnm.ca.

Thank you for your interest in the BC College of Nurses and Midwives.