RHPAP

Program 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 full-time **Program Coordinator** reporting to the Manager, Finance, Office Services, and Housing. This role is responsible for coordinating and overseeing housing operations that support individuals participating in rural training and placement experiences. The Program Coordinator ensures accommodation is effectively managed, responsive to changing needs, and maintained to a high standard, while contributing to a positive and seamless experience for all occupants.

We are seeking a resourceful and adaptable professional who is comfortable thinking creatively and bringing forward innovative solutions. The ideal candidate demonstrates strong technical proficiency, particularly with databases, along with the ability to troubleshoot issues and collaborate effectively within a team. Success in this role requires the ability to navigate a fast-paced environment, manage competing priorities, and respond to evolving situations with sound judgment and attention to detail. A proactive mindset, accountability, and the ability to deliver under pressure and tight deadlines are essential.

The successful candidate will build and maintain strong relationships with a wide range of stakeholders, requiring exceptional communication and facilitation skills. Sound critical thinking, informed decision-making, and a collaborative, approachable style are key to thriving in this role.

Key Responsibilities:

- Coordinate and schedule accommodation rotations for medical students, residents, and allied health learners.
- Establish and terminate utility and service accounts, including internet and utilities.
- Procure, transport, and set up furniture and household supplies for new and existing housing units.
- Coordinate logistics for deliveries, travel, and on-site setup of accommodations in various communities.
- Conduct inspections and arrange maintenance as required.
- Manager and respond to learner and University requests related to occupancy, family accommodations, and shared housing arrangements.
- Serve as the primary point of contact for learners, landlord and maintenance personnel.
- Address inquiries, concerns, and issues promptly, ensuring effective resolutions and high levels of satisfaction.
- Maintain accurate and up to date records of housing rotations and communications.

- Coordinate short term and temporary housing solutions to meet housing needs.
- Source and liaise with service providers, including cleaning services, maintenance contractors, vacancy checkers and key holders.

What You'll Bring:
We're looking for a resourceful, solutions-oriented professional who thrives in a dynamic environment and is motivated to make an impact. The ideal candidate is:

- **Innovative and adaptable** – comfortable thinking outside the box and identifying creative solutions
- **Technically proficient** – strong experience working with databases and troubleshooting issues
- **Detail-oriented and accountable** – able to manage competing priorities while maintaining accuracy
- **Calm under pressure** – capable of meeting tight deadlines and navigating complex situations
- **Collaborative and proactive** – a team player who takes ownership and follows through

This is an exciting and challenging role for someone who:

- Has strong time-management skills.
- Has exceptional customer service skills.
- Likes to work independently yet be an integral part of a team.
- Has experience working with databases.
- Is an effective communicator and practices active listening.
- Enjoys collaborating with post-secondary institutions and students.
- Has a post-secondary degree and 3-5 years of work experience.

The successful candidate must have the ability to travel throughout the province, possess a valid driver's license and have access to a reliable vehicle. The ability to work flexible hours, as evening and weekend work may be required, is a must.

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 in complete confidence, please email a cover letter and resume as one PDF to Lindsay.Laforet@rhpap.ca with the subject "Program Coordinator" by 4:00 PM MST August 14, 2026.

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

We will consider applications on a rolling basis and may not wait until the application deadline to interview suitable candidates and extend offers, so we encourage you to apply as soon as possible. No calls please.