



Office + Events Manager – BC College of family Physicians

Organization Name	Posting Date	Location	Salary Range (CAD)	Applications
bccfp.bc.ca	June, 2025	Vancouver, BC	\$80,000	info@hwest.ca

Organizational Profile

Founded in 1954, the BC College of Family Physicians of Canada (BCCFP) is a provincial branch of the College of Family Physicians of Canada (CFPC). As the heart of family medicine, BCCFP is dedicated to supporting family physicians to provide equitable, culturally safe, and longitudinal care across BC. Members include family physicians, family medicine residents, and medical students pursuing a career in family medicine.

BCCFP plays a unique role in supporting its members, at every career stage, through a diversity of evolving programs and services, including developing and delivering professional development opportunities; promoting and demonstrating the value of family medicine through advocacy work and member recognition; and empowering family physicians to provide culturally safe health care and demonstrate anti-racist approaches to address health equity.

About the Role

Reporting to the Executive Director, the Office + Events Manager (Manager) ensures the smooth, professional, and member-focused operations of the BCCFP. The position oversees the organization's administrative functions and drives operational excellence through streamlined systems, internal and external relations, and process improvements. The Manager oversees the delivery of member events and programming, supports Board activities and governance, and ensures responsive member services. The Manager delivers all activities in alignment with organizational priorities and ensures work is delivered with care, professionalism, and attention to detail, both online and in person.

This is an incredible opportunity for a detail-oriented and proactive operations professional who thrives in a fast-paced, member-focused environment. The ideal candidate brings five (5) years of relevant experience and a strong background in office operations, administration, event management, and client service. The preferred candidate will possess a solid understanding of governance and board operations, with demonstrated experience in managing administrative processes, procedures, and systems, including for third-party relationships. The preferred candidate has a track record of coordinating and overseeing in-person and virtual professional events, leveraging sound judgment, attention to detail, and a mindset rooted in continuous improvement. An equivalent combination of education and experience will be considered.

This is a 12-month term position. The salary for this role is \$80,000 annually, with extended health benefits available after 90 days of employment. This is a hybrid role based in Vancouver, with expectation of working in office two days per week.

Contact Details

Should you be interested in learning more about this opportunity with BCCFP, please contact Carol Robinson or Maria Wentzel at 604-998-4032 or forward your resumé and a letter of introduction to info@hwest.ca. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. We will respond to all who express interest.

Diversity, Equity + Inclusion: Harbour West Consulting believe equity, diversity, inclusion, and accessibility are essential for the organizations we serve to achieve the business goals they strive for. We believe that everyone - no matter their gender, racialized identity, ethnicity, sexual orientation, age, ability, religion, political beliefs, family status, socioeconomic status, citizenship status, or Indigenous status – should have equitable access to our services, jobs, and opportunities. We strive to ensure processes unfold in a fair, transparent, timely and open manner to include individuals previously underrepresented or discouraged from participating.