

PAN Administrator Position

Interested in working with an amazing organization that really cares? Then you should join PAN! We are a passionate, dynamic and growing grass roots community.

[Patient Advisors Network](#) (PAN) is a community of **patient partners** who are committed to help improve Canadian healthcare for all. PAN was formed to provide us a community home. A place to discuss topics of interest to us; a place to learn from and support each other.

PAN is also a platform for sharing our insights both as individuals and as a collective.

We are a Canadian, federally incorporated, not-for-profit group and are funded through the work we do. We are now at a point where we need staff to support both our Community and our consulting work.

Position

The PAN Administrator position is a virtual, contract position open to anyone in Canada.

Start Date: Jan 2, 2023 to Jun 30, 2023

Responsibilities

COMMUNITY SUPPORT

Assist with implementation of Communication and Member engagement Strategies as determined by the Board:

- First point of contact for public and members. Handle queries including follow up where appropriate
- Schedule and send out regular communications with members for upcoming events, newsletters, etc.
- Assist members with navigating website and how to use site features
- Set up, schedule and coordinate meetings and registration for virtual events (webinars, courses, workshops)
- Monitor the Community site for pending members and pending opportunities and take actions accordingly.
- Manage basic website updates in the WordPress-based site.

CONSULTING AND WORKING GROUP SUPPORT AND PROJECT MANAGEMENT:

Directed by the PAN team, assist our consulting projects by managing the deliverables against the established timelines for each project:

- Move the paperwork through the necessary steps for proposals, contracts, reports and invoices ensuring that each member of the PAN team completes their deliverables on a timely basis.
- Maintain accounting records and information systems like Trello and other supporting software.
- Handle basic banking as needed – bill paying; cheque deposits; and so on

Provide support for the PAN Working Groups (usually 3-4) under the direction of the Working Group leads:

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- Set up, schedule and coordinate meetings as determined by the leads
- Assist the leads with project administration for the work of the Working Group
- Help disseminate the tools and other results of the Working Groups via social media and other means.

BOARD SUPPORT

- Maintain understanding of PAN activities - working groups, and projects in order to produce monthly status reports
- Under the direction of the Board Secretary, attend and produce the monthly Board minutes and meeting notes. Board meetings are on Sundays from 10-12:00 ET.
- Work with the Board to plan and prepare for the Annual Community meeting in June.
- Provide feedback on the development of the Board's annual strategy
- Track and assist with legal and tax filings

Skills, Abilities, & Experience

We are looking for someone who has some experience and skills and is now wanting to move to a part time situation that is rewarding and contributes to supporting positive change in the healthcare system.

The person must have a personal belief in, and support for, PAN's mission and core values.

REQUIRED SKILLS & ABILITIES

- Planning, problem solving, organization, administrative and multi-tasking skills
- Good relationship building capabilities
- Strong interpersonal skills
- Good written and verbal communication skills
- Proven project administration skills
- Ability to meet deadlines
- Comfortable working collaboratively with the Board
- Comfortable working remotely and enjoys working with a variety of people;
- Comfortable with MS Word, Excel, Powerpoint and social media like Twitter and LinkedIn as well as email marketing software like MailChimp.

DESIRABLE ATTRIBUTES AND EXPERIENCE

- 2- 5 years experience in administration and basic bookkeeping (invoicing and recording payments for example)
- Experience with, knowledge of, and interest in healthcare is preferred including experience as a patient and/or caregiver
- Experience as a patient partner is desirable
- Previous work in a not-for-profit
- Comfort with accounting software such as QuickBooks
- French language skills are an asset



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Time Commitment and Compensation

15 hrs per week - flexible for a total of approximately 60 hours per month.

Compensated at \$35.00 per hour for a maximum compensation of \$13,650 for the contract.

This contract is for 6 months starting from the date of hire with an option to renew.

Contact

Please send your resume and cover letter to hello@patientadvisors.ca.