



### Who We Are

With great respect, we acknowledge that the College of Pharmacists of BC (CPBC) is located on the unceded territories of the hən̓q̓əmi̓n̓əm̓ speaking peoples – x̱w̱məθkʷəy̱əm (Musqueam Nation), seil̓il̓witulh (Tsleil-Waututh Nation), and the S̱ḵwx̱w̱ú7mesh-ulh Sníchim speaking peoples - S̱ḵwx̱w̱ú7mesh Úxwumixw (Squamish Nation) whose historical relationships with the land continue to this day. As a health regulator, our responsibility is to protect the health and safety of individuals accessing pharmacy care by licensing and regulating pharmacists, pharmacy technicians and the pharmacies where they practice in order to ensure they deliver qualified, safe, and ethical care.

Having embarked on a collective journey with health regulators in BC towards creating safer spaces for Indigenous partnerships, CPBC is focused on developing and enabling alternative dispute resolution mechanisms to uphold the legal plurality that exists between Westernized systems and traditional Indigenous methodologies.

CPBC is committed to addressing Indigenous-specific racism and other forms of discrimination both in healthcare and within regulatory structures. We believe in integrity, transparency, and relational partnerships. As part of this team, you can expect to be treated with dignity and respect. CPBC staff contribute to a positive work-life balance and personal health and wellness through their commitment to voluntary interest committees aimed at promoting cultural safety, equity, and social and environmental initiatives.

### Our Values

#### Accountability

- *We value the importance of our work and take responsibility for our decisions, words and actions.*

#### Integrity

- *We act ethically, honestly and in good faith.*

#### Indigenous Cultural Safety and Humility

- *We help to ensure that Indigenous Peoples have access to a culturally safe healthcare system, free from Indigenous-specific racism.*

#### Respect

- *We value the feelings, culture and preferences of others and recognize that they are as important as our own.*

### Our Diversity, Equity and Inclusion Commitment

CPBC is committed to helping our health system become culturally safe and free from Indigenous-specific racism. As recognized in our updated Strategic Plan and the [In Plain Sight](#) report and acknowledged as a gap in our staff complement at CPBC, we are very interested in recruiting Indigenous individuals and encourage them to apply.

We are committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. CPBC seeks to attract, retain, and develop a qualified, capable, and diverse workforce that is reflective of all our communities. We are committed to employment equity by ensuring all human resource practices comply with the provisions of the Human Rights Code, address unintentional bias and are impartial, fair and honest. CPBC also fosters a welcoming, inclusive, and respectful environment where ongoing diversity, equity and inclusion learning and training are offered; cultural and social awareness are provided; and religious observances are acknowledged.

## **About the Role**

Based in the BC Lower Mainland, CPBC is looking for a post-secondary student currently working toward a degree or diploma in business administration, project management, information systems, or a related field to join our Business Transformation Department as a Project Coordinator Student Intern for a three-month term.

In this role, you will work closely with a Senior Project Manager and gain hands-on experience supporting real projects from start to finish. You will help with organizing project activities, tracking tasks and timelines, and keeping team members and stakeholders up to date on progress.

You will also have the opportunity to build your research and analytical skills by contributing to projects – this may include conducting environmental scans, gathering insights, and helping develop recommendations that are shared with leadership. Along the way, you will connect with both internal teams and external partners, gaining valuable exposure to how projects are delivered in a professional setting.

This is a great opportunity to apply what you have learned in school, develop practical project management skills, and gain meaningful experience supporting important organizational initiatives.

## **Scope of Responsibility and Complexity**

This role offers a variety of tasks and is a great fit for someone who enjoys staying organized, managing multiple priorities, and learning new things. Working closely with a Senior Project Manager, you will receive guidance, support, and regular feedback to help you build your professional skills. Many of the tasks are structured and process-based, giving you the opportunity to learn how projects are managed in a real-world setting. You will be encouraged to ask questions, seek support when needed, and contribute to team goals by completing your work accurately and on time. Throughout the term, there is a strong focus on learning, growth, and developing practical skills you can carry forward in your career.

## **Key Responsibilities**

- Supports project planning activities, including scheduling meetings, documenting actions, and maintaining project artifacts.
- Assists in tracking project timelines, milestones, risks, and dependencies.
- Coordinates communication between project team members and partners, including distributing updates and reminders.
- Maintains project documentation such as project plans, status reports, decision logs, and meeting minutes.
- Assists with preparation of project status reports and presentations for internal partners.
- Supports change management and issue tracking by documenting requests, actions, and decisions.
- Engages internal and external partners to request information, clarify requirements, and validate findings, under the guidance of the Senior Project Manager.
- Documents findings and insights in a clear and structured manner to support the development of recommendations for the Executive team.
- Participates in project meetings to understand objectives, scope, and deliverables.

## Qualifications, Skills and Knowledge

- Currently pursuing a degree or diploma in business administration, project management, information systems, or a related field
- Completion of relevant coursework or demonstrated experience in project coordination or administrative support is an asset
- Basic understanding of project management concepts and lifecycle
- Demonstrated ability to work in a team environment and manage tasks with guidance and direction
- Familiarity with basic office procedures and standard software applications through school or work experience
- Effective written communication skills with the ability to prepare clear written documentation
- Proficiency in Microsoft Office applications, particularly Excel, Word, PowerPoint, and Teams
- Familiarity with project management tools (e.g., MS Project, Planner, Smartsheet, or similar) is an asset
- Ability to follow established procedures, guidelines, and direction
- Ability to listen attentively, ask questions, and apply feedback to support learning and performance
- Good organizational, analytical and time-management skills
- Ability to maintain objectivity and professionalism
- Ability to work collaboratively and build positive working relationships
- Ability to exercise discretion when handling confidential or sensitive information.
- Attention to detail and commitment to accuracy
- Ability to adapt to changing priorities and manage competing deadlines
- Commitment to continuous learning and skill development with a willingness to learn and apply new tools, processes, and methodologies

## What We Offer

The hourly rate for this position ranges from \$22 to \$24, based on a 35-hour work week. Your starting rate will depend on your year of study, as well as your knowledge, skills, and any relevant experience you bring. This internship offers a great opportunity to gain hands-on experience across a variety of projects and team activities. You will be exposed to different aspects of the department's work. By working alongside experienced team members, you will build practical skills, contribute to meaningful work, and learn industry best practices in a supportive and collaborative environment.

CPBC offers a flexible, hybrid work model with a set schedule, and fosters a culture that values collaboration, curiosity, and adaptability. It is an environment where you can grow your skills, gain confidence, and balance your work with your studies and personal life.

## How to Apply

CPBC supports and offers accommodation for applicants with disabilities to take part in the selection process. Please let us know if an accommodation is required when you are contacted about an interview and/or assessment. All information in relation to accommodation is kept confidential.

Please submit a cover letter and resume to [hr@bcpharmacists.org](mailto:hr@bcpharmacists.org) by end of day **Monday, May 11, 2026**. References, education and professional credential verifications, and a criminal record check may be required for all final candidates.

*\*Please note that applications will not be kept on file and only applicants selected for an interview will be contacted.*