

Primary Care Dietitian Association (PCDA) Opportunity

Administrative Coordinator (6 month Contract Part-time - 8 hours/week, flexibility in schedule, virtual)

Compensation: \$25 per hour (HST if applicable) - 8 hours/week max

Location: Remote

Application Deadline: December 11 2025 at 11:59pm

Start Date: January 12 2026

End Date: 6 month contract with possibility of renewal

Interviews will be held virtually on December 18-19 2025

We will make every effort to accommodate candidates' schedules and needs in all parts of the hiring process.

Equity Statement:

PCDA is committed to inclusion and equity and strives to ensure that our teams reflect the diversity of our membership. We are committed to removing barriers to employment that are faced by equity-seeking groups and encourage (but do not require) members of these groups to self-identify as such in their cover letters.

Overview:

The Administrative Coordinator will play a key supporting role in the day-to-day operations of PCDA. Working closely with the Organization's Executive team, the Administrative Coordinator will assist with a range of the organization's functions, including: communications, membership engagement, website updates, and other administrative and coordination duties as needed.

Direct experience in the field of primary care dietetics is not required, though knowledge of the profession will be considered an advantageous asset. Dietetics students or entry-level dietitians are strongly encouraged to apply.

Primary Care Dietitian Association Overview:

We are here to support and advocate for dietitians working in primary care across Canada. We started as the Family Health Team Registered Dietitian Network in 2006 and have grown over the years to now include dietitians working in NP-led clinics, community health centres and team based primary care settings.

The PCDA officially launched in April 2020. As a group of dietitians, we are here to support one another in our practice and share our knowledge base to support best practice within primary care.

Mission

Encouraging primary care dietitians to become highly skilled in providing equitable and inclusive medical nutrition therapy, disease prevention and health promotion through collaboration, education and mentorship. We advocate for access, capacity and integration of dietitians within comprehensive primary care. Blending the science of nutrition and the art of food.

Vision

Primary care dietitians are the leaders in equitable and inclusive medical nutrition therapy for our communities and clients.

Values

- Evidence based practice
- Interprofessional health care
- Collaboration and sharing
- Continuous learning
- Diversity, equity and inclusion
- Transparency
- Mentorship and preceptorship

Equity Framework

The PCDA's current strategic focus is the creation of an Equity Framework, centered on anti-racism, to inform PCDA's governance, policies, and culture. Since its formation in 2019, PCDA has established the Diversity, Equity, and Inclusion (DEI) Committee with this group dedicated to engage the Canadian dietetic community and advocate for DEI within the profession.

Primary Duties and Responsibilities:

Email & Communication Support: Monitor and respond to general member and sponsor inquiries from the PCDA inboxes. Forward requests or invoices to the Treasurer as needed.

Membership Coordination: Assist with membership management engagement; ensure timely additions to the listserv using established scripts and procedures and removal of inactive members from listserv.

Website & Resource Management: Under the guidance of the Best Practices Committee, work with the Technical Director to ensure regular review and update of resources and upload new guidelines or toolkits onto Organization website.

Sponsor Relations Support: Send approved communications to approved sponsors; Monitor sponsor inbox correspondence and ensure sponsor deliverables are tracked and fulfilled. Coordinate with the Conference Committee and/or Conference Coordinator as needed.

Compliance & Administration: Support the President in maintaining compliance with Corporations Canada. Assist with AGM planning, including preparing the annual report.

Social Media Support: Contribute to social media posting, create draft flyers and other email communications for members.

Administrative Tasks: Other administrative tasks as required including but not limited to phone calls, product sourcing, filing, and organizing digital folders.

Qualifications

- Dietetics students or entry-level dietitians are strongly encouraged to apply.
- Enrollment in or completion of a college diploma or bachelor's degree program, or an equivalent combination of education and experience.
- Excellent organizational and communication skills.

- Strong attention to detail and ability to manage multiple small projects simultaneously. Proficiency with email, shared drives, and document collaboration tools (e.g., Google Workspace, Microsoft 365). Comfortable with virtual/remote collaboration.
- Experience with website content management or social media is an asset.
- Bilingualism in French and English will be considered a strong asset, as our membership spans multiple provinces across Canada.

Work eligibility:

Applicants must be legally entitled to work in Canada for the duration of the contract.

How to Apply:

Please send a **resume and cover letter** to the Hiring Committee at president@primarycaredietitianassociation.org by **December 11, 2025 at 11:59pm**

Only qualified candidates will be contacted for an interview.

This is a contract position; the successful candidate is operating as an independent contractor and not a staff of the PCDA. The PCDA will not withhold from your compensation any provincial or federal taxes, etc. The contractor will be responsible for their own taxes, equipment (eg., laptop, smartphone), workspace and other associated fees, except where software or online platforms are defined as required by the PCDA.