



Arbutus Health Centre is looking for a Clinic Coordinator to join our team!

We are a community-focused, multidisciplinary healthcare clinic comprised of allied health care professionals. Services we currently provide are: Acupuncture & Traditional Chinese Medicine, Osteopathy, Registered Massage Therapy, Naturopathic Medicine, and Counselling. We are passionate about our respective professions, enjoy working collaboratively and want to support individual growth towards natural health and inspired living. This commitment creates a dynamic and exciting clinical work environment.

Who you are:

- Highly organized, detail oriented, and proactive.
- A strong communicator, both written and verbal.
- Confident in a leadership role and able to foster a supportive workplace culture.
- Able to multitask, prioritize workload, and work independently.
- Can handle sensitive and confidential information and maintain strong professional boundaries.
- Delivers a high standard of professional, supportive, and compassionate care to patients.
- Passionate about health and wellness and feel inspired by working with a team.
- Love the community of Tofino and want to be of service in some way.

Responsibilities as Clinic Coordinator:

- Manage front desk operations including: email and phone communications, patient bookings, coordinating practitioner schedules and overseeing clinic flow
- Support practitioners with day-to-day clinic needs
- Maintain accurate accounting records and handle confidential information.
- Ensure a clean and organized clinic.
- Assist with social media, marketing, and product management.
- Contribute to improving overall systems and clinic flow.

Qualifications:

- Intermediate computer skills, proficient with Microsoft Office, specifically Excel, and comfortable with Mac Operating System.
- Experience with Jane App clinic management is an asset, but not required
- Comfortable with social media management, and basic marketing support.
- Background in a similar administrative role is preferred, but not necessary.

Requirements:

- Must have secure and permanent housing in Tofino area.
- Be willing to commit and sign a minimum 1 year contract

Schedule: Part time | 4 days a week | approximately 30 hrs per week

- Tuesday 8:30am to 6pm
- Wednesday 12:30pm to 6pm
- Thursday 8:30am to 6pm
- Friday 8:30am to 1:30pm

Compensation:

- \$22-\$26 per hour to start, based on experience
- Complementary monthly in clinic treatments
- Opportunity for growth within the clinic, and move into managerial position

Start date: May 1st 2026, possibly earlier.

How to apply: If you feel this position is the right opportunity for you, please send your resume and cover letter to info@arbutushealth.com

We look forward to hearing from you!