



ADMINISTRATIVE-COMMUNICATIONS ASSISTANT

Up to One (1) Year Full-time Interim Contract in the Rainy River District



Committed to ending hallway health care and building a connected and sustainable health care system, Ontario has implemented Ontario Health Teams, a new model of care that brings together health care providers to work as one team. The Rainy River District Ontario Health Team (RRD OHT) will create a local health care system that provides coordinated care for patients, reduces wait times and leads to better health outcomes for patients for areas within the geographic District of Rainy River.



The RRD OHT is seeking an **ADMINISTRATIVE-COMMUNICATIONS ASSISTANT** on a contract basis to join our team in the Rainy River District, ON. This is a contract position on an interim basis for a period of approximately one (1) year, based on funding. Reporting and accountable to the Rainy River District Ontario Health Team Leadership Group, and working alongside the Executive Lead, the Administrative-Communications Assistant will provide administrative support and communications assistance to the Rainy River District Ontario Health Team (RRD OHT). The Administrative-Communication Assistant is responsible for attending all relevant OHT meetings, recording and distributing meeting minutes and materials. They are responsible for designing marketing and promotional materials to support RRD OHT communication efforts, including newsletters, website, social medial platforms, presentations and all other documents. This position is responsible for supporting promotional events and will be required to travel throughout the District as well as intermittent travel outside the District.



Qualifications include:



- 1 or 2 year diploma in Office Administration or equivalent
- 2 years' experience in an office setting and proficient in the use of software programs including Microsoft Office (ie Word, Excel, and Power Point)
- Proficient with graphic design platforms or programs (i.e. Canva)
- Experience with video production and graphic design is an asset
- Excellent interpersonal and verbal/written communication skills.
- Knowledge and understanding of community resources and partnerships, program planning, knowledge mobilization and communication/dissemination techniques.
- Ability to exercise a high level of independence, integrity, professionalism, and confidentiality.
- Works well under pressure and meets tight deadlines.
- Proven social media and networking experience.
- Proven knowledge of communications and marketing ethics and best practices
- Ability to travel throughout the Rainy River District and neighbouring Districts.





The annual salary for this position will be negotiated based on applicants' experience and qualifications. Pay is based on a flexible 35 hour work week. Candidates who meet or exceed the requirements for this exciting position are invited to submit a resumé and cover letter, including three work-related references, no later than **12:00 noon (CST) on Wednesday, September 1, 2021 to:**

Cheryl McEvoy, Executive Assistant
 Gizhewaadiziwin Health Access Centre
 P.O. Box 686 Fort Frances, ON P9A 3M9
PRIVATE & CONFIDENTIAL
 Email: cmcevoy@gizhac.com Fax: (807) 274-6280

The RRD OHT wishes to thank all applicants, however, only those selected for an interview will be contacted. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document is available in an alternative format, upon request.

