
POSITION:	Communication and Administration Agent
NUMBER:	OHT-2022-002
LOCATION:	Cornwall (Ontario) and remote work
CONTRACT TYPE:	Full-time permanent position (35h/week)
TEAM:	Great River Ontario Health Team (Great River OHT)

As part of the transformation currently underway in Ontario's health care system, organizations and community members in the Great River OHT area (City of Cornwall, Stormont, Dundas & Glengarry, Akwesasne and parts of rural Southeast Ottawa and Russell Township) come together to form a Ministry of Health approved Ontario Health Team.

Under the direction of the Executive Transformation Lead, the Communication and Administration Agent will support the overall operational communication and administrative functions within the Great River OHT and will work collaboratively with Great River OHT backbone support team and stakeholders to support the success of the Great River OHT.

SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Design and implement OHT communications strategies.
- Provide hands-on communications support to the OHT work groups, as needed.
- Produce or oversee the production of communication materials including research, writing, editing, and creative conceptualization for various internal and external communication initiatives.
- Lead development of in-house communications principles, processes and best practices.
- Support the communication needs for the OHT website.
- Coordinate and perform administrative functions for Collaboration Council, Steering Committee, Co-Design Expert Tables, work groups and projects.
- Administrative functions include, but are not limited to, minute-taking, communications, scheduling meetings, drafting agendas, creating slide decks, coordinating presenters, drafting correspondence, data entry, etc.
- Act as a point of contact for team members and community partners as delegated by the Transformation Executive Lead.
- Provide support to all OHT-related communications and digital platforms, as needed (e.g. website, social media, SharePoint Collaboration site, Zoom, etc.).
- Assist with preparation of invoices for approval and payment.
- Provide day-to-day support to the Executive Transformation Lead and other team members, as needed.

REQUIREMENTS:

- Post-secondary training in business administration, communications or a related program or an equivalent of experience and education
- Communications and administrative experience
- Exceptional organizational skills with the ability to provide administrative support to multiple projects and stakeholders while constantly adjusting priorities
- Demonstrated excellence in interpersonal, written and verbal communication skills, including, ability to demonstrate tact and diplomacy with diverse groups or stakeholders
- General understanding of foundational Great River OHT concepts including: patient-centered care, health equity, collaboration and consensus-based decision-making
- Ability to work in a fast-paced environment; time management and problem solving skills
- Ability to exercise a high level of independence, integrity, professionalism and confidentiality
- Demonstrated advanced computer skills (Microsoft Office, Zoom, Microsoft Teams, Visio, Adobe Products, SurveyMonkey)
- Bilingual (French/English) required
- Have received the vaccination against COVID-19 as recommended by public health

BENEFITS AND SALARY:

- Annual salary between \$49 932 and \$60 134
- A full Benefits package and a yearly training budget
- HOOPP Pension plan and 4 weeks of vacation per year

Please **submit your resume and a cover letter** demonstrating how you meet the requirements and qualifications for the position to rh@cscestrrie.on.ca.

We strongly encourage applications from candidates from diverse and equity-seeking groups including, but not limited to, indigenous individuals, or people of colour (BIPOC) as well as those who identify as 2slgbtq+. C SCE welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We would like to thank all those that apply but only those selected for an interview will be contacted.

