



The Mission of Nipigon District Memorial Hospital is to deliver excellence in rural health care with our partners for all residents in our communities.

ADMINISTRATION & COMMUNICATIONS ASSISTANT

Job Posting: 2024-47

Start Date: ASAP

Posting Date: August 26, 2024

Work Status: Temp Full Time

Closing Date: Open Until Filled

Bargaining Unit: Non-Union

Nipigon District Memorial Hospital is committed to delivering health care in a manner that is consistent with our philosophy that *“patients, residents, and their families are at the centre of everything we do”*. Applicants are required to demonstrate knowledge, understanding, and commitment to this philosophy of care.

The Administrative Communications Assistant role provides comprehensive administrative and communication support to the CEO and senior team at the Nipigon District Memorial Hospital. This role ensures the support of administrative efficiencies by assisting with schedule management/coordination, facilitating internal and external communications, and handling various administrative tasks. The Administrative Communications Assistant is integral in maintaining organized workflows, efficiently coordinating/recording meetings, and ensuring all communications align with the hospital’s strategic objectives.

The Administrative Communications Assistant will also focus significantly on communication and stakeholder engagement. This role includes managing and enhancing connections with external stakeholders through designated social media platforms. Responsibilities involve creating, scheduling, and posting content to promote the hospital’s initiatives, responding to interactions, and ensuring a consistent and professional online presence.

Qualifications & Experience

- Secondary Education in related fields such as Business Administration, Communications, and Marketing
- 3 or more years of experience in a related role within the Administration, Communications, Marketing, or related area preferred
- Highly proficient in computer and social media applications
- High level of initiative and self-direction
- Ability to work with minimal supervision and as part of a collaborative multi-disciplinary team
- Strong organizational, critical thinking, and problem-solving skills
- Excellent interpersonal and verbal communication skills
- Excellent attendance record

SUBMIT APPLICATION TO:

HR Generalist Casey Clearwater
Nipigon District Memorial Hospital, Box 37, 125 Hogan Road Nipigon, ON P0T 2J0
Email - careers@ndmh.ca

Nipigon Hospital welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates participating in all aspects of the selection process.