



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

## EXECUTIVE COORDINATOR

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**Job Posting:** 2024-56

**Start Date:** December 1, 2024

**Posting Date:** October 23, 2024

**Work Status:** Perm. Full-Time

**Closing Date:** November 1, 2024

**Bargaining Unit:** Non-Union

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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 Executive Coordinator role provides high-level, comprehensive support to the Senior Management team with focus on coordination and implementation of strategic operations as well as executive administrative support for the Board of Directors as needed.

The Executive Coordinator will also focus significantly on communication and stakeholder engagement. This role includes building and enhancing connections with external stakeholders through designated social media platforms. Some key responsibilities involve creating, scheduling, and posting content to promote the hospital’s initiatives, responding to interactions, and ensuring a consistent and professional online presence. This role will ensure that all corporate communications align with the hospital’s strategic objectives.

### Qualifications & Experience

- Associate’s or Bachelor’s Degree/Diploma: Preferred in fields like Business and/or Healthcare Administration, Communications, or a related area
- 3 or more years of experience in a related role within the Healthcare Administration, Communications, or related area
- Highly proficient in computer applications
- High level of initiative and self-direction
- Ability to work with minimal supervision and as part of a collaborative RN/RPN/PSW team
- Strong organizational, critical thinking, and problem-solving skills
- Excellent interpersonal and verbal communication skills
- Excellent attendance record
- French speaking ability an asset

### SUBMIT APPLICATION TO:

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