



Timmins and District Hospital L'Hôpital de Timmins et du district

Timmins and District Hospital is currently recruiting qualified applicants for the following position:

Communication and Engagement Assistant Full-Time Contract

Responsibilities

- Support the development of new social media content (including Facebook, Twitter, LinkedIn)
- Collaborate with clinical and non-clinical internal teams to develop first-draft document and communications material internal newsletters and reports
- Help organize internal and external meetings and engagement sessions, including preparing meeting packages, documenting and tracking responses and feedback
- In collaboration with the Human Resources Department and Medical Administrative Assistant, assist in the development of recruitment material for Timmins and District Hospital (TADH) staff and physicians
- Support recruitment and retention events both within the hospital and in the community
- Help support the development and updating of data tracking sheets and maintain media tracking database
- Provide support with TADH site orientations and tours as required
- Promote a culture of equity and diversity that embodies the mission, vision and values of TADH
- Support the growth of the TADH Social and Wellness Committee through event development and management and communications strategies
- Support the implementation and growth of the TADH Service Recognition and Retirement Program
- Other duties as assigned

Requirements:

- Degree or diploma from a recognized university or college in a Communications, Marketing or other related field
- Previous experience with social media and content development and delivery is considered an asset
- Previous digital design experience (Photoshop, Illustrator, InDesign, Canva) is considered an asset
- Attention to detail, excellent critical thinking, problem-solving and decision making skills
- Proficient with Microsoft Office Suite
- Excellent written and oral communication skills
- Strong organizational and time management skills
- Ability to manage fluctuating workloads and effectively prioritize competing deadlines within tight timelines
- Bilingualism (French and English) would be considered an asset
- Employment history, or relevant experience, that demonstrates regular attendance at work
- Compliance with the current immunization policies at the Timmins and District Hospital (COVID-19 and others) or documented medical exemption and/or grounds pursuant to the Ontario Human Rights Code

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

Interested applicants must submit their résumé to Department of Human Resources, Timmins and District Hospital, 700 Ross Avenue East, Timmins, Ontario, P4N 8P2. Telephone (705) 267-6371; Fax (705) 360-6008; Attention: Kayla Kampman, email kkampman@tadh.com .

Timmins and District Hospital will provide accommodations for applicants with disabilities during the recruitment process.

TADH is committed to fostering an inclusive, equitable, and accessible environment supporting diversity in our work environment to provide quality care where all feel valued, respected, and supported. TADH is dedicated to building a workforce reflective of the communities in which we live, serve, and encourage Indigenous people, visible minorities, and persons with disabilities to apply and self-identify.

We thank all applicants for their response; however, only those selected for an interview will be contacted.

EXEMPLARY CARE TO NORTHERNERS

WORKING TOGETHER WITH OUR PARTNERS TO IMPROVE THE HEALTH OF
NORTHERNERS

