



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

*Si vous souhaitez recevoir cette annonce d'emplois en français, s'il vous plait contactez le département des ressources humaines au [kkampman@tadh.com](mailto:kkampman@tadh.com) ou par téléphone au 705-267-6371.*

## OHT Project Assistant

**Position Summary:** Ontario Health Teams (“OHT”) are groups of service providers and organizations that will be working together to plan and deliver health care that is more connected at the regional and local community level. Health service providers from across the Cochrane district have come together as the Équipe Santé Ontario Cochrane district Ontario Health Team (“ÉSO Cochrane OHT”); communities within the OHT’s catchment area include Hornepayne, Hearst, Kapuskasing, Smooth Rock Falls, Matheson, Iroquois Falls, Cochrane, Timmins and Chapleau.

The Project Assistant plays a pivotal role in supporting the efficient functioning of the OHT by developing communications, coordinating meetings, managing events and providing administrative services. This role involves collaborating with OHT staff and member organizations to ensure effective communication strategies and seamless logistical operations. This role will be report to the host organization (TADH) and be accountable to the Steering Committee overall.

The ideal candidate will be a resident within the ÉSO Cochrane OHT’s catchment area; work can be performed remotely, with some onsite requirements and travel across the district.

### Position Responsibilities:

- Coordinate meetings for the OHT team and Committees, including scheduling, developing meeting materials and distributing agendas.
- Attend meetings to take accurate minutes and ensure proper storage and distribution.
- Maintain multiple project calendars to track deadlines, milestones and events.
- Organize and oversee logistics for OTH events, including venue bookings and catering when needed.
- Assist in the development and distribution of project materials, work plans, reports and communications.
- Develop and execute a communications plan for the OHT, encompassing newsletters, website content, briefing notes, presentations, project reports and other necessary documents.
- Collaborate with leads from member organizations to ensure a cohesive and coordinated approach to communication efforts.
- Update the OHT website and social media platforms, including managing the events calendar and sharing relevant updates from OHT members.
- Direct inquiries to the appropriate OHT team member or member organization.

## **Position Requirements:**

- Post-secondary education in a related discipline (ex: communications, business administration)
- Experience working in communications or administrative roles, preferably within the health and social services sector
- General understanding of the OHT business objectives and priorities
- Demonstrated written and verbal communication abilities, including the ability to write clear, engaging and grammatically correct content targeted to different audiences
- Demonstrated advanced computer skills (Microsoft Office – PowerPoint, Word, Excel)
- Ability to work collaboratively in a team environment and build relationships with stakeholders
- Ability to multitask, prioritize and organize work, and maintain project calendars.
- Must be self-directed, resourceful, and possess critical thinking skills
- Bilingualism (French/English)

This role will be supported through OHT implementation funding.

## **Compensation and Benefits**

- Starting salary of \$27.09/hour; \$52,825.50/year.
- Option to enroll into Healthcare of Ontario Pension Plan.

Proof of COVID-19 vaccination is mandatory.

Interested applicants must submit their résumé by 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](mailto: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**