



Communications & Administration Manager

FTE: FTE 1.0

Status: Permanent

Closing Date: July 19, 2024

Starting Salary between: \$76,520.00 - \$82,985.00

The **Gizhewaadiziwin Health Access Centre** is a community based, Indigenous controlled, Primary Care service that combines western curative care with traditional Ojibway healing philosophies and practices. The Access Centre provides clinical, social, health promotion and preventive services, as well as, access to traditional Ojibway healers.

The Gizhewaadiziwin Health Access Centre, located in the heart of the Southern Region of Treaty #3 territory, is the result of a unique partnership between area First Nations, the United Native Friendship Centre and the Sunset Country Metis.

Summary of Position:

Reporting to the Executive Director, the Communications & Administration Manager will primarily be responsible to prepare, review, and/or edit various forms of correspondence relating to special projects undertaken by Gizhewaadiziwin. The Communication & Administration Manager will also help in developing and improving Health programs processes and procedures, coordinating services and quality improvement within the administration team. This position will also be the primary contact for all social media and public relations for the Centre. This role will also act as a first point of contact and provide general information to staff, clients, and the public.

Qualifications:

- Diploma in Business Administration or related field preferred with 2 years experience in position
- In lieu of college diploma, completion of Grade 12 and minimum 4 years related experience as well as some upskilling courses is acceptable
- Prior experience as Management an asset
- Superior time management and organizational skills and ability to meet deadlines
- An analytical mind and ability to think critically
- Exceptional writing and interpersonal communication skills
- Ability to work both independently and as part of a team
- Familiar with Microsoft Office Suite, Canva, Google Office Suite and capable of creating visually compelling presentations
- Familiar with Telus and EMH-ware would be asset or willing to obtain superuser capacity
- Proven knowledge of communications and marketing ethics and best practices
- The ability to speak Ojibway is an asset
- Able to provide proof of Covid Vaccination, clean driver's abstract and clear Criminal Record Check

Desired:

- First Nations, Inuit or Metis candidates are encouraged to apply. Please self-identify.
- Previous experience in Mental Health and Addictions field.
- Current CPR certification.
- Ability to speak Ojibway and prior experience working with Indigenous people a definite asset.

Additional Information:

As a part of our team, you will be eligible for:

- 100% employer-paid health care benefits;
- Become a member of the Healthcare of Ontario Pension Plan (HOOPP);
- Six (6) paid Personal Leave Days a year;
- 3 weeks (starting) paid vacation subject to increase quickly over tenure;
- Invited to actively participate in cultural and traditional teachings and knowledge.

A complete Job Description is available by contacting Human Resources at 274-3131.

Qualified applicants are invited to submit a resume, covering letter, 3 work related references (*one must be from a current or most recent supervisor*) and written authorization to contact references.

Attention: Personnel Committee
Gizhewaadiziwin Health Access Centre
P.O. Box 686
Fort Frances, ON P9A 3M9
careers@gizhac.com

We thank all candidates in advance, however, only those selected for an interview will be contacted. Gizhewaadiziwin is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or interviewing, please advise if you require accommodation.

VALUES

Zaagidewnin | Minaadendiwin | Aakedewin | Giwekwaadiziwin | Nibwaadaawin | Didaadenidiziwin | Debwewin
Love Respect Courage Honesty Wisdom Humility Truth