

**Internal / External
24-24**

Position:		PROGRAM ASSISTANT		Number of Positions:		1	
Classification:	TEMPORARY	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK			
Department:	ENVIRONMENTAL HEALTH		Program:	SAFE WATER			
Location:	BARRIE		Anticipated Date of Hire:	JULY 22, 2024			
Salary Range:	\$32.95 – 36.91 HOURLY		Position Duration:	ANTICIPATED TO LAST UP TO DECEMBER 31, 2024, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED			
			Posting Date:	JUNE 26, 2024			
Criminal Record Check:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
<p>Purpose of Position: To provide administrative assistance to assigned department, program or functional unit, and provide the first point of contact for public and staff inquiries. This includes word processing and data entry; minute taking; file and record management; developing promotional materials; formatting documents, presentations and reports; photocopying; mail distribution; ordering/distributing/maintaining office supplies & materials; arranging for equipment maintenance or repair; sign-out of office equipment; and maintaining effective communication with all staff and the general public. May be required to collect, secure and/or track cheques, cash or issue receipts.</p>							
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Provide administrative support to department, program or functional area(s) and committees; • Provide general office administration support, including ordering & distribution of office supplies, arranging for equipment maintenance and repair, signing out equipment; • Maintain records & provide data management, including security; • Provide information and respond to requests from the public and staff and appropriately direct inquiries; • Contribute to team and agency effectiveness. 							
<p>Specific knowledge, skills, abilities:</p> <ul style="list-style-type: none"> • Demonstrated skills in Microsoft Word, Excel, PowerPoint and Outlook; • Demonstrated skills in database and desktop publishing software; • Advanced proof-reading skills; • Demonstrated ability to develop and/or format materials and documents in accordance with agency standards including the selection of appropriate graphics and resources; • Demonstrated record/data management skills including filing management skills (electronic and paper); • Demonstrated ability to establish and maintain an information/resource database relevant to program or functional unit; • Demonstrated ability to organize and prioritize work; 							

- Demonstrated ability to manage time effectively and meet deadlines;
- Demonstrated ability to manage multiple demands;
- Demonstrated oral communication and interpersonal skills including ability to deal with staff and the public in routine and challenging situations;
- Demonstrated written communications skills including the ability to communicate ideas effectively via email, synthesize discussions and take minutes at meetings;
- Able to work independently within established parameters and to function effectively as a member of a team.

Education:

- College Diploma - completion of one-year office administration program

Related Experience:

- 1-3 year's administrative experience with specialization, experience and training appropriate to program and/or department function.

Deadline: 4:00 pm, WEDNESDAY, JULY 10, 2024

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

For further details: refer to the **Program Assistant** position description.

For both internal SMDHU applicants and external applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #24-24 in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position.

The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- Specific examples of how your experience meets the experience requirements listed.
- Specific examples of how your experience meets each of the minimum requirements of the job listed.
- Specific examples of how your education and/or experience meet each of the preferred assets listed in this competition.

Applicants who fail to satisfactorily provide all of the detailed information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered as you would have missed the application deadline.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

Up to date COVID-19 vaccination is an essential requirement of the job. An individual is “up to date” on their COVID-19 vaccinations if they have received all doses recommended by the Ontario Ministry of Health. The current recommendations can be found by accessing the following link: <https://www.ontario.ca/page/covid-19-vaccines>). SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.