

Dynamic opportunities await you in your new career with Shared Health.

Shared Health leads the planning and coordinates the integration of patient-centred clinical and preventive health services across Manitoba. The organization also delivers some province-wide health services and supports centralized administrative and business functions for Manitoba health organizations.

COMMUNICATIONS ASSISTANT Permanent Full-Time

Position Overview

Reporting to the Provincial Lead, Strategic Communications and Stakeholder Relations, and working in a team environment, the Communications Assistant is responsible for administrative and communications support to the Shared Health communications team.

This position provides confidential administrative and communications support, including: preparation of presentations in a variety of formats; write/edit/design a variety of correspondence and communication materials; prepare, coordinate and distribute agenda material and minutes for various committees and working groups; manage internal and external inboxes and facilitate timely responses; act as first point of contact on media line and triage requests appropriately; maintain events calendar and daily media tracking.

Experience

- New graduate to three years previous experience in communications or secretarial/administrative support

Education (Degree/Diploma/Certificate)

- Successful completion of a recognized communications program, an equivalent combination of education (completion of an administrative program) and experience may be considered.

Qualifications and Skills

- Strong writing and proofreading skills.
- Proficiency with computerized systems (Microsoft Word, Access, PowerPoint, Excel, Outlook, Visio and OneNote). In Design an asset.
- Able to prepare information packages and schedule meetings/events.
- Able to record, prepare and distribute minutes and agendas.
- Strong written and verbal communication skills. Ability to maintain confidentiality.
- Effective at establishing good working relationships with staff and all levels of management.
- Ability to work in a fast-paced, deadline-driven atmosphere of change and to work through conflict situations in a positive manner.
- Strong time management skills. Able to multi-task and work under pressure.

Physical Requirements

- None

Interested candidates should visit <http://sharedhealthmb.ca/careers> to apply online and to upload their cover letter and resume for posting # 19-193-SH by **May 21, 2019**.

Salary and benefits will be commensurate with qualifications. Shared Health thanks all applicants who express interest, but only those selected for an interview will be contacted.

Shared Health is committed to providing a supportive, exciting and innovative working environment for its employees. Our organization supports collaboration, teamwork, technology and innovation and advancement. We are committed to providing our valued staff with opportunities to contribute to projects and initiatives. Shared Health also provides a competitive compensation package, health & dental benefits and a defined benefits pension plan.

Shared Health values and supports employment equity and workplace diversity and encourages all qualified individuals to apply. We thank all applicants but only those selected for an interview will be contacted.

This position requires a current satisfactory Criminal Records Check (Including Vulnerable Sector Search), Child Abuse Registry Check and Adult Abuse Registry Check as conditions of employment. The successful candidate will be responsible for any service charges incurred. A security check is considered current if it was obtained not more than six (6) months prior to the start of employment.