

JOB TITLE:	Corporate Affairs and Communications Coordinator (one year contract)
DATE:	August 18, 2010
REPORTS TO (job title):	Senior Director, Community Engagement and Corporate Affairs
DIVISION / DEPARTMENT:	Community Engagement and Corporate Affairs
LOCATION:	Toronto

PRIMARY PURPOSE

Provides high-level executive assistant and coordination support to the LHIN Board Chair and Board of Directors and Senior Director, Community Engagement and Corporate Affairs. Provides general support and coordinates TC LHIN communications, and MPP and community engagement involving the Board.

KEY ACCOUNTABILITIES

Board Support

- Responsible for planning and coordinating meetings of the Board and Board committees including development of agendas, materials and presentations and meeting logistics.
- Responsible for taking and managing approval and maintenance of minutes.
- Monitor and follow up on action items arising from meetings.
- Maintain Board calendar and work plan.
- Maintain Board section of the web site.
- Coordinate Board communications and external engagement activities.
- Responsible for communicating with potential Board candidates, arranging the processing of documentation, and arranging interviews as necessary.
- Maintain all Board Chair correspondence, information and governance files.
- Contribute to development and coordination of Board orientation process, materials and coordinate Board orientation activities.
- Provide general administration support.

Administrative support

- Provide Administrative support to the Senior Director, Community Engagement and Corporate Affairs including scheduling, preparing meeting packages, proofing and editing documents, meeting coordination, stakeholder liaison maintaining contact list.
- Maintain correspondence tracking process.

Community engagement

- Responsible for contributing to the planning and deliver of community and stakeholder engagement activities, particularly related to Board engagement. This includes event planning, developing work plans, critical paths, and stakeholder lists, meeting RSVPs and registration, developing and editing presentations, communications products and materials.

- Develop and maintain positive relationships with diverse stakeholders and community members.
- Maintain events tracking system.

Writing, editing and publications

- Contribute to writing and editing newsletters, media materials, issues management documents, web content, videos, reports and publications, and other internal and external communications vehicles.

Media relations

- Contribute to planning and coordinating media events and releases, coordinating interviews, preparing LHIN spokespeople and advancing stories proactively with media.
- Liaise and with communications contacts in the Ministry, other LHINs, hospitals and other health care providers and stakeholders in the Toronto Central LHIN.

Web

- Coordinate, develop and publish web content.
- Work with web coordinator to create opportunities to use the web and social networking for communications and community engagement, particularly for the Board.

Corporate communications and brand management

- Contribute to editorial plan for newsletter and other corporate communications products and writing and editing articles.

POSITION REQUIREMENTS

- Proven experience working in a demanding coordination role supporting senior executives and/or Boards.
- Professional experience in corporate communications, public relations or related field
- Post-secondary education in business, communications/public relations, social sciences or related disciplines.

Key Competencies

- Superior verbal communications, writing and editing skills and experience writing for different audiences and in various formats
- Excellent interpersonal skills and ability to work in a variety of team situations.
- Experience with media relations, event planning and management and stakeholder relations
- Sensitivity to and awareness of diverse, urban communities
- Ability to maintain confidentiality and deal with highly sensitive issues with tact and discretion.
- Excellent judgment and problem-solving skills.
- Superior ability to set priorities, balance numerous competing responsibilities.
- Strong organizational abilities.
- Self-directed and able to do work with minimal supervision.
- Highly flexible and adaptable.
- Exceptional computer skills including advanced proficiency with Outlook, Word, PowerPoint, Excel and inter/intranets.

Contact Information:

Resumes of interested candidates can be forwarded to janine.hopkins@lhins.on.ca