

Internal ☒ / External ☒
26-58

Position:	PROGRAM ASSISTANT		Number of Positions:	1
Classification:	FULL-TIME	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Existing Vacancy	☒ YES ☐ NO			
Department:	OFFICE OF THE MEDICAL OFFICER OF HEALTH		Program:	COMMUNICATIONS, HEALTH ASSESSMENT, SURVEILLANCE, AND EQUITY
Location:	BARRIE		Anticipated Date of Hire:	NOVEMBER 23, 2026
Salary Range:	\$33.61 – \$37.65 HOURLY		Posting Date:	OCTOBER 28, 2026
Criminal Record Check:	Required ☐ YES ☒ NO		Vulnerable Sector Screening:	Required ☐ YES ☒ NO

Purpose of Position:

To provide administrative, communications, and operational support to the Communications, Health Assessment, Surveillance and Equity (CHASE) program. The position supports the coordination and dissemination of organizational communications, population health assessment, surveillance, health equity, and Indigenous engagement activities through information management, website administration, committee coordination, knowledge translation, interest holder communications, and project support.

See Program Assistant position description for further details of the Program Assistant role.

Responsibilities:

- Provide administrative and operational support to CHASE program, projects, committees, working groups, and communities of practice.
- Organize meetings, agendas, minutes, action-item tracking, webinars, consultations, training sessions, interest holder engagement activities, and special events.
- Support the formatting, publication, dissemination, and tracking of media products, internal blogs, reports, dashboards, fact sheets, presentations, annual reports, and other knowledge translation products.
- Provide support for internal and external communications, including publication schedules, distribution lists, and communication materials.
- Implement and maintain website and intranet content, HealthSTATS resources, and other online information platforms.
- Coordinate French and other language translation requests and processes across the organization.
- Provide administrative support to CHASE-led cross-departmental committees and program sub-groups.
- Monitor and triage CHASE Help Desk requests and prepare related activity and service reports.
- Maintain contact databases, distribution lists, document repositories, filing systems, and records management processes.
- Process purchase requisitions, subscriptions, invoices, and other administrative transactions.
- Support project tracking, reporting timelines, website analytics, dissemination tracking, and operational planning activities.

- Provide administrative support during Incident Management System (IMS) activations, including communication logs, documentation, and records management.
- Contribute to team and agency effectiveness through collaboration, confidentiality, customer service, and support of organizational priorities and emergency response activities.

Specific knowledge, skills, abilities:

- Intermediate skills in Microsoft Word, Excel, PowerPoint and Outlook;
- Demonstrated proof-reading skills;
- Demonstrated ability to develop and/or format materials and documents in accordance with agency standards;
- Demonstrated record/data management skills including filing management skills (electronic);
- 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.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- Experience maintaining website, intranet, or online content using a Content Management System (CMS).
- Experience coordinating communications, publication, dissemination, or media release processes, including formatting and distributing reports, newsletters, dashboards, or other communication products.

Deadline: 4:00 pm, TUESDAY, NOVEMBER 03, 2026

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 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 #26-58 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.

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.