



- Assist the Director to develop and maintain collaborative relationships, partnerships and initiatives with Francophone communities, organizations and health professionals (including educational opportunities, and medical and health sciences student placement opportunities)
- Assist the Director to develop and facilitate the necessary programs (presentations, interactive sessions), policies, procedures for delivery of relevant and responsive initiatives in support of Francophone health and culture priorities to varied audiences (i.e. staff, faculty, learners, community partners, youth, health professionals, etc.);
- Work collaboratively with other members in the Francophone Affairs Unit and the Community Engagement Portfolio to plan and delivery of outreach programs to the elementary, junior and senior high schools of Northern Ontario and to undergraduate university programs in Ontario and in other provinces of Canada, as requested;
- Assist the Director to maintain contact and liaise with Francophone student services of both host Universities by remaining current regarding support programs for Francophone learners at both host universities and in the host communities of Northern Ontario;
- In consultation with the Director, make appropriate referrals to the Learner Affairs Unit as necessary, and enhance the efforts of the Learner Affairs Office by assisting, promoting and supporting the delivery of effective services to Francophone learners;
- Assist the Director to facilitate necessary cultural orientation sessions, awareness groups, and/or programming for NOSM's learners, faculty and staff, provide information and educational sessions related to diversity and the development of increased cultural competency and seek out opportunities to enhance awareness, knowledge and learning about Francophone health and culture internally and externally to NOSM;
- Act as the contact person for NOSM Francophone learners and assist in developing and implementing programs to ensure that their cultural and linguistic needs are supported, planned for and met;
- Assist the Francophone Affairs Unit with the planning and implementation of NOSM-related francophone community events throughout Northern Ontario (conferences, presentations, symposia, recruitment fairs, etc.), as requested;
- Work with the Communications Unit, as requested by the Director, to determine marketing objectives; determine Web content in French for the School's website, to provide tours of NOSM's campus facilities;
- In consultation with the Director, receive and respond to communications and correspondence requests from inside and outside the School on matters relating to the Francophone website and social media;
- Participate on relevant internal and external committees, as requested by the Director;
- Act as ambassador for the School; and,
- Perform other duties as assigned.

## **QUALIFICATIONS:**

### **Education:**

- An undergraduate degree in Education, Health Sciences, Public Relations, Community Development, or a related field of study from a recognized Canadian institution with accreditation or an equivalent combination of education and experience is required

### **Knowledge, Skills and Abilities**

- Minimum of one (1) year related experience in a student support or community development role is required
- A minimum of one year of demonstrated experience in community development specifically with Francophone communities and/or organizations, a definite asset
- Experience in Franco-Ontarian relations
- Experience in an academic environment, an asset
- Experience in project development
- Ability to prepare and deliver presentations to both small and large groups, in both French and English
- Ability to determine key communication needs of identified target audiences
- Ability to foster relationships with key partners, in particular with Francophone communities, organizations and health professionals
- Experience using internet-related tools such as Adobe Creative Cloud, Photoshop, Illustrator, In Design, and social media platforms, would be an asset
- Knowledge of cultural diversity of Northern Ontario
- Familiarity with Northern health services
- Knowledge of Francophone culture, health, challenges, and history
- Ability to work within established organizational practices, protocols and policies
- Experience interpreting, explaining and applying policies and procedures
- Proven experience in coordinating various tasks under tight deadlines, ensuring quality and timeliness in the performance of professional commitments
- Proficiency in Microsoft Office programs (Word, Excel PowerPoint, Outlook) is required
- Ability to work effectively with a diverse group of individuals and within a team environment
- Knowledge of The Occupational Health & Safety Act and Regulations that apply to the work being performed is an asset
- Knowledge of university administration policies and procedures is an asset

### **Language:**

- Must be fluently bilingual in French and in English (spoken, written and comprehension).  
\*Candidates will be required to demonstrate these skills.

Interested candidates are invited to submit a resume, with a covering letter written in French, quoting the competition number

**# 2017-1074-TC no later than Monday, May 22, 2017 at 4:00 pm to:**

**Northern Ontario School of Medicine  
Attention: Human Resources  
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6  
Email: [HR@nosm.ca](mailto:HR@nosm.ca)  
Fax: (705) 671-3880**

*The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at [hr@nosm.ca](mailto:hr@nosm.ca).*

*The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.*

*While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.*