

8. Coordinate tours of NOSM's Lakehead campus facilities and provide brief presentations on various NOSM programs in the French language, in collaboration with the Communications and Admissions and Recruitment Units;
9. Participate on various internal and external committees, on an ad-hoc basis;
10. Identify opportunities to enhance awareness, knowledge and learning about Francophone health and culture internally and externally to NOSM;
11. Act as ambassador for the School;
12. Perform other duties as assigned.

QUALIFICATIONS:

Education:

A University degree from a recognized university that meets Canadian accreditation standards in a related field (i.e. Education, Health)

Experience:

- Three to five years related experience 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
- Presentation skills

Knowledge of:

- Computer office software (i.e. Microsoft Office, Google Mail)
- Cultural diversity of Northern Ontario
- Northern health services
- Franco Ontarian culture and history
- Francophone educational organizations (such as Collège Boréal, Consortium national de formation en santé)
- The *Occupational Health & Safety Act* and Regulations that apply to the work being performed

Ability to:

- Work with a diverse group of people and within a team environment
- Accept constructive supervision and direction
- Collaborate creatively and consult with others both internal and external to the Medical School
- Develop and foster relationships with key partners in particular with francophone communities, organizations and health professionals
- Exercise effective judgment
- Identify key communication needs of identified target audiences
- Multi-task in a high volume work environment
- Plan, and organize to meet deadlines
- Prepare and deliver presentations to both small and large groups
- Strong verbal and written skills in both official languages will be essential in completing a variety of tasks
- Use office and presentation software effectively
- Work in a consultative and collaborative fashion with a variety of other units to further overall school strategic objectives
- Work with frequent interruptions
- Work within established organizational practices, protocols and policies

Personal Suitability:

- Confidence, enthusiasm and reliability
- Excellent interpersonal skills
- High tolerance for change
- Service-oriented

Language:

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

Working Conditions:

- Travel on behalf of the organization to and from various Northern communities as required, frequent at times

Other:

- Valid Ontario Driver's License

Interested candidates are invited to submit a resume quoting the competition number
2015-926-TC to:

Northern Ontario School of Medicine
Attention: Human Resources
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6
Email: 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.

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.