



Program Assistant (Summer Student) – Timmins-Misiway Healthy Kids Community Challenge

The Misiway Milopemahtesewin Community Health Centre, located in Timmins, Ontario, is established to provide quality programs and services that honour, respect and support Aboriginal culture, values and healing practices, complimented by western approaches to primary health care. The Timmins-Misiway Healthy Kids Community Challenge is a city-wide initiative that brings together community partners with a common goal: promoting children's health through physical activity and healthy eating. The aim is to help create a community where it is easy for children to lead healthier lives.

The Opportunity:

Job Title: *Program Assistant (Summer Student)*
Timmins-Misiway Healthy Kids Community Challenge

We are looking for a dynamic and highly motivated individual to join our team as part of the Timmins-Misiway Healthy Kids Community Challenge. As Program Assistant you will provide direct support to the Project Manager and organization as necessary. Your main responsibilities will include community outreach, program promotion, and event facilitation. Your enthusiasm and positive energy will assist you in the successful implementation of Theme-Based Action Plan activities.

As a successful candidate your qualifications will include:

- Demonstrated knowledge of and experience working with a multi-cultural community that includes indigenous people
- Experience in social marketing, promotion and/or event planning
- Strong interpersonal, communication and facilitation skills
- Excellent computer skills, including Microsoft Office Suite
- Willingness to work flexible hours to meet program requirements
- Must be able to lift/carry up to 30 lbs. as required
- Must have a valid Ontario Driver's License and access to a vehicle
- Bilingualism is an asset (English and French)

Job Details: \$14.00/hour, 15 hours/week

Please forward your cover letter and resume electronically by **June 13, 2017** to:

Nancy Montreuil
Director of Finance and Administration
Misiway Milopemahtesewin Community Health Centre
Email: nmontreuil@misiway.ca

Only candidates selected for an interview will be contacted