



**RENFREW COUNTY AND DISTRICT HEALTH UNIT
EMPLOYMENT OPPORTUNITY**

HEALTH PROMOTION ASSISTANT

Competition #HPA 22-24 (Temporary, Part-time, contract until September 20, 2022)

The Renfrew County and District Health Unit has an opening for a Health Promotion Assistant within the Health Promotion Division.

General Duties: The Health Promotion Assistant is responsible for providing general support to the Health Promotion Division team. Duties include preparing and disseminating health promotion materials, assisting with health promotion activities in the field, performing reception, computer operation and other general secretarial tasks.

Qualifications: Post-secondary computer, secretarial or business courses;
High skill levels in word processing and computer applications applicable to secretarial functions (Microsoft Office 365);
Good communication skills (oral and written);
The ability to speak French would be considered an asset;
Ability to work independently and cooperatively as part of a team;
Flexibility and adaptable to new or changing assignments;
Excellent organizational skills and attention to detail;
Fully vaccinated against COVID-19 (proof required);
Acceptable criminal reference check required; and
Valid Ontario 'G' Driver's License and own vehicle required.

Imagine living in an outdoor adventure playground, surrounded by wide open spaces, pristine waterways, parks and trails with all the big-city amenities just a short drive away.

Location: Pembroke, Ontario

Hourly Rate: \$24.01 to \$27.58, plus Vacation Pro-rata, 14% in-Lieu of Benefits

Posted Date: May 6, 2022

Closing Date: May 21, 2022

Please send your cover letter and resume, stating applicable Competition #HPA 22-24 to:

Renfrew County and District Health Unit, Corporate Services
141 Lake Street
Pembroke, Ontario K8A 5L8
EMAIL: jobs@rcdhu.com
(in MS Word or PDF format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available upon request. Applicants are asked to make their needs known in advance. No telephone call please.
