

Sunset Country Family Health Team (SCFHT)

Administrative Assistant – Executive & Communication Services

Full-Time Permanent Position

About Sunset Country Family Health Team:

The Sunset Country Family Health Team's vision is to inspire a healthy community by collaborating as a **TEAM** of valued healthcare professionals to empower a healthy community by providing comprehensive, accessible and coordinated primary care. For more information about our services, please visit our website at www.scfht.ca

Position Overview

The Executive and Communications Administrative Assistant supports the SCFHT Management Team by providing comprehensive administrative, communications, and promotional services. This role is responsible for maintaining corporate communication channels, promoting SCFHT programs and events, and ensuring consistent and professional representation of the organization.

Key Responsibilities

- Develop and maintain content for SCFHT's website, social media, and SharePoint.
- Promote SCFHT programs, events, and health campaigns.
- Create and manage promotional and marketing materials.
- Provide administrative support to the Management Team, including scheduling, minutes, reports, and policy renewals.
- Support onboarding of staff, students, and affiliates.
- Perform office-related errands (deliveries, pickups, supply runs).
- Participate in the ANHP OHT Communications Working Group.

Qualifications:

- Office Administration certificate or 5+ years in office administration.
- Proficiency in Microsoft Office Suite; experience with social media management.
- Strong communication skills, attention to detail, and organizational ability.
- Must have a Valid driver's license and reliable vehicle with \$2 million automotive liability insurance.
- Assets: medical terminology, EMR experience, accounting software, SharePoint.

Working Conditions

- **32 hours per week** (1,664 hours annually)

Compensation & Benefits

- Salary \$53,987
- HOOPP Pension Plan and Group Benefits
- Starting at 20 vacation day per year; 3 personal days; 15 sick days

Those interested in this exciting and challenging career with the **Sunset Country Family Health Team** are invited to forward a cover letter with a detailed resume, including references, by email to:

Deadline for Application: Noon on October 15, 2025

Hiring Committee sevenden@scfht.ca

We thank all applicants for their interest. However, only those candidates selected for an interview will be contacted.
