



Greater St. Catharines Community Health Centre
Every One Matters.



Executive Support and HR in a start up organization –
What could be more interesting?

The Greater St. Catharines Community Health Centre (GSCCHC), located in the heart of the Niagara Region, is dedicated to serving the homeless and under-housed, individuals with mental health and addictions, isolated seniors, sexual and gender diverse populations, at-risk children and youth, individuals with disabilities, and newcomers to Canada. A not-for-profit, interdisciplinary, health care organization, we are one of 21 new government funded health centres. Our holistic model focuses on primary care, illness prevention, health promotion, community capacity building, and services integration.

Executive Assistant/Human Resources **Coordinator**

As Executive Assistant/HR Coordinator providing general and specialized executive and human resources support, you bring an exceptional blend of experience and talent to the role.

You naturally foster collaboration and are sensitive to the unique contribution each employee brings to the organization. You are passionate about providing sound and innovative human resources solutions and bring a can-do attitude to every task you undertake.

Your qualifications include experience providing administrative support, preferably in a not-for-profit environment, experience providing human resources coordination and Certification as a Human Resources Professional.

If you enjoy being part of a team environment, and share our enthusiasm for providing a particularly innovative model of health care, send your cover letter and resume to info@gscchc.com by Tuesday March 2nd, 2010.

Attention: Vicki Jenkins, HR Coordinator
Greater St. Catharines Community Health Centre



Ontario's Community
Health Centres

For a detailed job description, visit our website:

www.greaterstcatharineschc.org