



JOB POSTING

SPECIALIST, ISSUES MANAGEMENT MEMBER RELATIONS, ADVOCACY & COMMUNICATIONS

The **Specialist, Issues Management** reports to the Manager, Government Relations & Issues and is responsible for identifying, measuring, tracking and corresponding to emerging issues

RESPONSIBILITIES AND DUTIES

- Identify and implement an efficient, organization-wide system to categorize, track, measure and trend OMA correspondence and to identify emerging issues; regularly monitor strengths, needs and gaps in correspondence process; monitor best practices for correspondence and issues management processes;
- Develop a means of prioritizing inbound correspondence and developing appropriate triage tools and response materials; identify and research current and emerging issues, triaging them for effective management and tracking action to smooth resolution in keeping with the Association's strategic plan;
- Prepare correspondence items for final distribution and signature; maintain basic correspondence databases and organize safe-keep official records in conjunction with Records Management policy. Liaise with departments to ensure use of appropriate core messaging for current and emerging issues;
- Prepare and distribute reports to Senior Management team as required.

Education: Undergraduate Degree Health Administration or equivalent.

Experience: 6--9 years' experience working in policy and/or public and government relations.

Resumes, including salary expectations, should be forwarded by **December 3, 2018** to hr@oma.org

We regret that only those selected for an interview will be contacted.

Ontario Medical Association is an equal opportunity employer. We will accommodate your needs under the Ontario Human Rights Code.