

Position Title: Communications Officer
Hourly Rate: \$25.69 to \$30.94
Department: Governance
Reporting to: Manager, Quality Improvement Planning & Evaluation
Type: Part-time (17.5 hours/week), Indeterminate
Benefits: Excellent benefits package including Healthcare of Ontario Pension Plan (HOOPP)



Application Deadline: May 14, 2018 at 4:00 pm

Job Summary:

The Communication Officer will be responsible for developing and delivering communication strategies to promote awareness of and participation in organizational activities including annual report, press releases, social media, internal organizational wide communications. The Communication Officer will also be responsible for managing various communication tools including our website, social media accounts and information screens.

The Communication Officer will work with providers and managers to implement communication strategies to provide information on an issue, event, or program to a target audience. The position will also support corporate wide quality improvement initiatives including the collection of client experience information and the development of strategies for client engagement in quality improvement. Priorities for this role will include disseminating information on SWCHC services, programs, and activities, providing engaging communication strategies, and developing an annual communication plan.

Requirements:

- Education Post-Secondary Education in, Communications or a related discipline, with a focus on professional writing, journalism, communications, and/or public relations.
- Minimum two years experience in a similar position with a focus on professional writing, communications, public relations, or equivalent work-related duties
- Two years experience working in a not-for-profit or government sector an asset
- Proficiency in English & French is required, other languages are an asset

Knowledge, Skills, and Abilities:

- Excellent interpersonal, written, and oral, communication skills when interacting with clients, staff, community members and partners
- Experience in strategic communications planning, developing communications goals and working within limited budgets
- Extensive experience in the use of social media including Twitter, Facebook, and Instagram
- Experience managing online campaigns, newsletters, and distribution lists
- Ability to produce press releases, s, annual reports, program brochures, and posters
- Knowledge of and experience with web-based communication applications (such as Drupal, and Mailchimp) and experience working with web content management systems
- Ability to work effectively in a multidisciplinary team environment and manage competing priorities
- Appreciation of the challenges facing our community, and commitment to diversity
- Experience in public relations, media management, and interviewing an asset
- Experience with event management an asset
- Graphic design experiences an asset
- May be required to work evenings and weekends

Please submit your resume & cover letter as one document to: <https://swchc.bamboohr.com/jobs/view.php?id=118>

If at any stage in the selection process you require special accommodation, please let us know the nature of the required accommodation.

Somerset West Community Health Centre is an equal opportunity employer who values the diversity of individuals in our programs and services.

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application. Only candidates selected for an interview will be contacted.