

JOB POSTING #2024/047

POSITION:

Communications Coordinator – Communications Services - OPSEU

HOURS OF WORK:

Temporary – Full-Time - 35 Hours Per Week (1.00 FTE)

EFFECTIVE:

As Soon As Possible until December 5, 2025 (Subject to Change)

LOCATION:

Main Office – North Bay or Parry Sound Branch Office

ADDITIONAL INFO:

Internal Transfer

POSITION SUMMARY:

Reporting to the Manager of Planning, Evaluation & Communications Services, the Communications Coordinator is responsible for performing a variety of communications functions to support the effective fulfillment of the Ontario Public Health Standards, in accordance with internal policies, guidelines and procedures, and in keeping with the Health Unit brand. This includes but is not limited to: creating, editing, and coordinating clear, compelling, and consistent digital media content, managing and maintaining all Health Unit social media channels, creating communications plans in consultation with subject matter experts, and supporting the development and review of media releases and key messaging products. This position will provide back-up to the Public Relations Specialist, as required. All work is consistent with the mission, vision, values, strategic priorities, policies, and standards of the Board of Health.

QUALIFICATIONS:

Education, Experience, Knowledge, Skills & Abilities:

- Bachelor's degree (4 years) in digital marketing, communications, media studies, public relations, or other related field from a recognized post-secondary educational institution or a combination of education and work experience considered equivalent
- Minimum four years of work experience in developing digital media content, managing social media, digital advertising, and developing communications plans and products
- Experience with monitoring website and social media performance metrics
- Advanced knowledge of Canadian Press writing style
- Demonstrated knowledge applying the *Accessibility for Ontarians with Disabilities Act* standards to communications products
- Strong understanding of digital marketing and online advertising, with a love of words
- An understanding of best practices in content strategy
- Demonstrated knowledge of applicable legislation
- Shows discretion and appropriately handles confidential information

- Committed to providing exceptional customer service
- Capable of thinking strategically, creatively and taking initiative
- Advanced copywriting, editing and proofing skills to ensure accuracy and attention to detail
- Proficient with use of computer technology including Microsoft Office 365 applications, social media platforms, social media management software, desktop publishing software, and graphic design software (e.g. Canva, Adobe Creative)
- Excellent verbal communication and interpersonal skills
- Strong project and time management skills with high standards of accuracy, organization and quality control
- Creative thinker who is comfortable working both independently and in a team environment
- Demonstrated commitment to continuous learning and quality improvement
- Proven ability to collaborate and manage multiple projects within deadlines
- Ability to act in a tactful and diplomatic manner
- Ability to foster a positive work environment
- Ability to work flex hours as required
- Travel between Parry Sound and North Bay office will be required on occasion

As a condition of employment, the successful candidate will be required to provide a Criminal Reference Check: recent, within four (4) months at their expense and will be required to comply with the Health Unit's immunization [policies](#). Please refer to the individual [policies](#) for specific requirements and processes. Applicants requiring accessibility accommodation for the interview are asked to make such requests only when contacted for an interview.

HOURLY RATE:

Minimum \$34.86 to Maximum \$39.25 (Pay Band 9) – Under Review. Plus 4% vacation pay and 4% public holiday pay. *Please note, the maximum level you can start at is at Level 4 (\$38.09).

CLOSING DATE:

Wednesday, January 8, 2025, at 4:00 p.m.

APPLICATION PROCESS:

If you wish to be considered for this position, please forward your resume, cover letter and proof of education required for this position to the attention of:

Wendy Moore, Senior Human Resources Coordinator – Talent Management

Attention: Job Posting #2024/047

North Bay Parry Sound District Health Unit, 345 Oak Street West, North Bay, ON P1B 2T2 or

Email: human.resources@healthunit.ca

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

Please Note: If you did not receive a confirmation email that your resume/application has been received, please contact

Wendy Moore at wendy.moore@healthunit.ca for confirmation.

Once posting is closed, please refer to website for status of job posting.

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📠 705-474-8252

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