

HOME AND COMMUNITY CARE SUPPORT SERVICES

North Simcoe Muskoka

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Job Classification:	Communications Coordinator
Department:	Communications
Employment Status:	Temporary Full-Time (approximately 7 months)
Office Location:	Barrie (Currently working remotely)
Posting Date:	November 08, 2022
Apply to with resume/cover letter to	nsm.careers@hccontario.ca

Position Summary

We are seeking an innovative Communications Coordinator with strong verbal and written communications skills and expertise in digital communications for a seven month contract to support the development and implementation of internal and external communication strategies and tactics on behalf of the organization.

Key Responsibilities

Communications

- Supports the development and implementation of the corporate communication plan for the organization.
- Works with stakeholders to plan, write, and edit news releases, newsletters, backgrounders, fact sheets, key messages, and speaking points.
- Research, write, edit, design and publish internal and external newsletters, patient brochures, presentations and key program and service promotional material for various audiences.
- Develops briefing notes, guides, checklists and templates.
- Acts as lead administrator of the external website and Intranet (content writing, posting, publishing, fixing links, and managing content).

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- Develop and execute project-specific communication plans and materials that support key organizational strategic priorities.
- Responsible for daily media monitoring of local media outlets and submitting articles to Regional media clippings lead for consolidation and dissemination.
- Acts as the Regional media clippings lead on a rotational basis – monitoring national outlets, government websites, etc., consolidating clippings into template and distributing.
- Document and track media inquiries and resulting coverage on behalf of Region.
- Participates in event planning to support stakeholder engagements, staff and media events.
- Reviews, edits and proofreads materials, including the public website, to meet the organization's high standard of excellence and compliance with brand standards.
- Acts as back-up for the administration of NSMhealthline.ca, our information and referral database, including overall site maintenance, upgrades, recording updates, adding news stories and community events.
- Review and modify documents to ensure compliance with the Accessibility for Ontarians with Disabilities Act (AODA) prior to posting documents on our corporate website.
- Ensures compliance with the *Accessibility for Ontarians with Disabilities Act (AODA)* and the *French Language Services Act*.
- Perform other tasks as required in support of communication priorities and projects.

Position Requirements

Education / Experience / Knowledge

- Post-secondary degree/diploma in Public Relations or Communications required.
- Minimum of two (2) years related experience in a marketing and communications environment.
- Exceptional verbal and written communication skills with the ability to take complex concepts and present them simply, concisely and effectively.
- Detail-oriented with demonstrable creative problem solving and effective interpersonal skills.
- Highly organized and self-directed approach with a track record of managing multiple projects simultaneously, following through on commitments and meeting deadlines.
- Apply an understanding of our brand and stakeholder segments to execute quality communications.
- Demonstrated knowledge and proficiency in website and intranet administration.
- Working knowledge of SharePoint and the Adobe Creative Suite, including InDesign, Canva.com, etc.
- Understanding of AODA requirements and ability to create accessible documents.
- Understanding of the health care and not-for-profit sectors an asset.
- Knowledge of the *French Language Services Act* and AODA.
- Oral and written proficiency in French is preferred.

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Competencies

- Advanced computer and database management skills, with the ability to use a variety of software applications, including the MS Office Suite (Word, Outlook, PowerPoint, and Excel), HTML files, SharePoint and the Adobe Creative Suite.
- Proven ability to write, listen, speak and to present in a positive and accepting manner. Effective interpersonal skills with the ability to establish solid working relationships with staff, service providers and other health and social services resources in the community.
- Proven internal and external customer service approach.
- Detail-oriented with demonstrable creative problem-solving with the ability to research and investigate issues.
- Highly organized with a track record of managing multiple projects simultaneously, following through on commitments and ability to meet deadlines with high quality output.

Other Requirements

- Ability to work evenings and weekends as required.
- Ability to travel within the region.
- Valid driver's license, insurance and access to a motor vehicle are required.

How to apply

Please submit your resume and cover letter, stating 'Communications Coordinator' in the subject line of your email nsm.careers@hccontario.ca.

We are governed by the requirements of the French Language Services Act and therefore encourages applications from French speaking candidates.

Home and Community Care Support Services NSM is committed to accommodating people with disabilities as part of our hiring process. If you have any special requirements during the recruitment process, please advise Human Resources.

We thank all applicants who take the time to apply; however, only those invited for an interview will be contacted.

As part of the mandatory screen process Home and Community Care Support Services NSM requires professional references plus a current Criminal Record and Vulnerable Sector Check.

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About Us

Home and Community Care Support Services North Simcoe Muskoka is one of 14 [Home and Community Care Support Services organizations in Ontario](#) with a focused mandate to deliver local health care services such as home and community care, access to community services and long-term care home placement.

Additional Information – COVID-19 Related

Home and Community Care Support Services values the health and safety of its employees and is committed to the prevention of COVID-19 exposure and transmission of infection to employees, patients, caregivers, volunteers, visitors and residents. As a requirement of Home and Community Care Support Services Mandatory COVID-19 Vaccination Policy, all employees must be considered fully vaccinated for COVID-19. Applicants being considered for employment will be required to provide proof of vaccination documentation confidentially to Human Resources upon hire. Any medical or human rights exemption requests will be reviewed and validated prior to an offer of employment.