

Communications Lead

DEPARTMENT:	ADMINISTRATION
REPORTS TO:	PRESIDENT AND CEO
STATUS:	FULL TIME TEMPORARY
SHIFT:	DAYS
COMPENSATION:	COMMENSURATE WITH EXPERIENCE
UNION:	NON UNION
AVAILABLE TO:	INTERNAL AND EXTERNAL CANDIDATES
DATE POSTED:	APRIL 13, 2023

POSITION DESCRIPTION:

Reporting to the President and CEO, the Communications Lead provides communications supports to the Executive Leadership Team at HHHS. This temporary role will fill a leave of absence that could be a year or more in length. The position provides strategic guidance for the external and internal communication efforts of the organization and acts as a spokesperson for HHHS as directed by the President and CEO. The position crafts communication materials in a variety of formats, such as media releases and internal communications including but not limited to staff memorandums, updates and other required materials. Keeps HHHS communication Plan up to date and maintains HHHS communication channels operated by HHHS such as: the HHHS website, Facebook page, Twitter profile, and Instagram account, and monitors them for emerging trends. The role ensures approved communications materials are distributed to the appropriate audiences.

Our Communications Lead drafts and refines CEO reports to align with open Board meetings by conducting information gathering with the CEO, the Ontario Hospital Association and the Ontario Long-Term Care Association as well as federal and provincial information of relevance. Participates in regional communications meetings for the EPIC Regional Communication Group and the Ontario East hospital communications lead group. Maintains the HaliburtonCares.ca website for the Haliburton County Service Providers Network through periodic updates as requested. This role demands strict confidentiality as the work relates to staff, our patients, our residents and community clients.

QUALIFICATIONS:

- Post-secondary education in communications, journalism, public-relations or a related area
- Minimum 2-5 years of relevant experience required, preferably in a health care setting
- Exceptional, clear writing and editing abilities with a level of detail that ensures error-free materials
- Demonstrated experience in successfully developing and implementing communication strategies, corporate communications or news stories
- Strong computer skills and knowledge of Microsoft Office suite of products, Internet/E-mail programs
- Knowledge of Drupal and Wordpress programs would be considered an asset
- Must be a results-oriented self-starter, demonstrating self-confidence and initiative in dealing professionally, effectively, and courteously with all levels of staff and public
- Experience with social media platforms
- Strong understanding of local, provincial and federal government and political processes

SUBMIT APPLICATION AND RESUME TO:

**Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-4609**

PLEASE QUOTE JOB NUMBER:

2023-18

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.