



# De dwa da dehs nye>s Aboriginal Health Centre

*We're Taking Care of Each Other Amongst Ourselves.*

## **Our Mission:**

Improving the health and well-being of Indigenous individuals, families and communities through wholistic Indigenous, Traditional and Western health care.

## **INTERESTED APPLICANTS**

Please submit your resume and cover letter to:

[humanresources@dahac.ca](mailto:humanresources@dahac.ca)

or

Attention: Human Resources  
Aboriginal Health Centre  
678 Main Street East  
Hamilton ON L8M 1K2

Nya:weh / Miigwetch to all applicants. Only those selected for interviews will be contacted

## **Deadline to Apply: Open Until Filled**

Please note that **ONLY** complete applications with cover letter will be considered.

Individuals with a disability requiring accommodation during the application and/or the interview process, please advise the recruitment contact so arrangements can be made.

***Preference is given to  
candidates of Indigenous  
Descent.***

## **Communications Consultant (Full-Time)**

Reports to the Chief Operating Officer  
Salary Range: \$58,000 - \$62,000

## **INTRODUCTION:**

There is an immediate need for this position to continually update and monitor our Social Media accounts and the messaging and branding on our website. This position would monitor and respond to all general email requests that are received. As well, there is a need to ensure that our printed material (program brochures, annual report, annual operating plan, etc.) are written with a common voice and provide similar information. In addition, this position would be beneficial as we develop internal and external communication regarding our Capital Planning Projects in Hamilton and Brantford, as well as other new programs or services offered across the organization.

## **Roles and Responsibilities:**

- Develop and implement a communication strategy that includes media outreach and social media content creation.
- Develop and implement a community engagement strategy for key organizational initiatives (i.e., capital process and new programs/services development).
- Research and write press releases, and content for the company website, infographics, blogs, reports, and newsletters.
- Acquire and maintain a detailed knowledge of the company's policies, principles, strategies, programs and services, and keep up to date with relevant developments.
- Arrange and coordinate press conferences, and plan events.
- Facilitate social media customer service
- Develop and ensure adherence to the company's style guide, ensuring that we produce a high-quality and error-free copy.
- Work with key internal role-players to brainstorm content ideas, in line with the company's strategy and in support of various brand initiatives.
- Support and evaluate results of communication campaigns with the Leadership team.
- Build and maintain relationships with key external role-players.

## **Qualifications:**

- Bachelor's degree in communications, journalism, public relations, or a related field (essential).
- A minimum of 2 years experience in communications strategy development (essential).
- Excellent written and verbal communication skills.

## Communications Consultant

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- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office, and related business and communication tools.
- Content writing experience for all media platforms.
- Proven social media and networking expertise.
- Strategic and creative mindset.
- Meticulous attention to detail.
- A portfolio of work available for review.

**Candidate Differentiators:** *In addition to requirements for the position, the ideal candidate would also possess some of the following qualifications:*

- Solid knowledge base of historical, intergenerational, and complex trauma as it relates to Aboriginal peoples across the life span.
- Demonstrated knowledge and compliance with all applicable laws, policies, procedures, bylaws, regulatory requirements, and best practice guidelines regarding Privacy of Healthcare Information, Corporate and Healthcare Compliance.
- Demonstrated proficiency in working in a rapidly changing and innovative healthcare system. Proficiency in the use of personal computers, word processing and database software.

### Other Requirements:

- Must provide proof of full vaccination or medical or religious/creed exemption upon start date.

#### 100% Organization Paid Benefits

- Health Benefits
- Employee Life AD&D Insurance
- Business Travel Life and Disability Insurance
- Dependant Life Insurance
- Employee Critical Illness Insurance
- Travel Accident Insurance
- Long Term (LTD) Benefit

#### Retirement Benefits

- Hospitals of Ontario Pension Plan (HOOP) with Immediate Eligibility

*De dwa da dehs nye>s Aboriginal Health Centre has developed a compensation philosophy that will allow the organization to retain, motivate and develop talented people who share our values and contribute to our success.*