

## Communications Specialist

Full Time

**Department:** Communications

**Reports To:** Chief Executive Officer

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### Job Summary:

The Sioux Lookout Meno Ya Win Health Centre (SLMHC) is seeking a Communications Specialist who will be involved in all aspects of the development and implementation of SLMHC's communication strategies.

### Qualifications:

- Bachelor's degree in Communications, Public Relations, Journalism, English or a related discipline required;
- Expert knowledge of HTML/XHTML and CSS required;
- Minimum of two (2) years' experience in a related area preferred;
- Demonstrated strong working knowledge of communication principles and practices;
- Must be highly organized, possess solid problem solving, analytical, and communications skills;
- Proficient in the use of Adobe Illustrator, Quark Xpress, PageMaker, Acrobat, Photoshop;
- Working knowledge of Microsoft Word, PowerPoint, Excel, Internet and other public relation tools;
- Must be highly organized, have the ability to build and/or maintain strong professional relationships, and work well within a team environment.

### Job Overview:

The Communications Specialist is responsible for developing and executing media relations and public relations strategies and plans for brand building/innovation/corporate promotions, internal communications and corporate communications/corporate affairs initiatives. They will use their extensive knowledge of specialized design concepts, media, and software tools to develop comprehensive layouts and the production of the marketing web presence content.

**Salary:** Will commensurate with qualifications and experience

**Closing Date:** When filled

**Submit Application To:** Human Resources Recruitment  
Box 909, Sioux Lookout, On P8T 1B4  
(807) 737-3030, Email: [careers@slmhc.on.ca](mailto:careers@slmhc.on.ca), Fax: (807) 737-6263

**Competition No.** IT 01/19  
Please quote on your application.

Visit our website: [www.slmhc.on.ca](http://www.slmhc.on.ca) for more information.

Only those candidates selected for an interview will be contacted, we thank all others for their interest. An acceptable criminal reference check and immunization records will be required from the successful candidate. Upon request, accommodations due to a disability are available throughout the selection process. SLMHC is an equal opportunity employer and a scent-free facility.



SIoux LOOKOUT  
**Meno Ya Win**  
HEALTH CENTRE