

# Exciting Health Care Opportunities

## Communications Officer

### Full Time

**Department:** Corporate Communications

**Reports To:** Corporate Communications Manager

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### Job Summary:

The Sioux Lookout Meno Ya Win Health Centre (SLMHC) is seeking a Communications Officer who will become a member of the Corporate Communications Department and report to the Corporate Communications Manager. The Communications Officer will assist in the delivery of a communications program which will support and enhance all of the programs and services at Sioux Lookout Meno Ya Win Health Centre.

### Qualifications:

- Post-secondary education in Communications, Journalism, or related field is a strong asset
- Minimum of 1-2 years' relevant experience in a communications or related role preferred.
- Knowledge of desktop publishing software (Adobe Creative Suite) required.
- Proficient in writing and editing content for digital and print publications a strong asset.
- Proficient in writing and editing in CP style considered a strong asset.
- Experience in graphic design, photography, video production, audio production and other multimedia skills preferred.
- Experienced in Microsoft Office, content management systems including Wordpress, and social media platforms including Facebook, Twitter and LinkedIn an asset.
- Must be able to work in within an interdisciplinary team environment and approach and deal with competing priorities and tight deadlines.
- Must be able to demonstrate excellent verbal and interpersonal skills.
- Must be able to demonstrate excellent time management and organizational skills.

### Job Overview:

- Collaborate with Corporate Communications Manager to develop and implement effective communications strategies and departmental communications plans
- Collaborate with Corporate Communications Manager to develop and implement an effective social media plan
- Working closely with department managers and the Corporate Communications Manager, to create and implement departmental communications plans
- Write, edit, and distribute content, including publications, press releases, website content, print and digital newsletters, annual reports, speeches, and other marketing material that communicates the organization's activities and/or services.
- Respond to media inquiries and arrange interviews with SLMHC spokesperson or designate
- Establish and maintain effective relationships with journalists, and maintain a media database.
- Seek opportunities to enhance the reputation of SLMHC departments and services, and coordinate campaigns and events as required
- Maintain records of media coverage and collate analytics and metrics.
- Monitor and respond to target audience responses via various communications channels and escalate to management as required.

**Salary:** \$28.42 - \$34.20, Competitive benefits package is included.

**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 02/20  
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