



**Job Title:** Communications Coordinator

**Hours of work:** part-time, days (flexible)

**Full-Time Equivalent:** TBD – approximately 0.50

### **Role**

Reporting to the Director of Corporate Affairs and Engagement, the COMMUNICATIONS COORDINATOR is responsible for providing communications leadership and support for Misericordia's activities to build our brand while achieving strategic priorities.

The coordinator will develop high-quality communications across a variety of platforms that inform and engage audiences including employees, physicians, volunteers, patients/residents/clients, families, partners and community leaders.

This position requires a high-energy, self-directed, deadline-oriented individual with exceptional communications skills.

### **Education**

- Degree in Journalism or Creative Communications or related field

### **Skills and Abilities**

- Demonstrated advanced software proficiency, in particular Adobe InDesign and Photoshop, Microsoft Office and WordPress
- Excellent researching, interviewing, writing and editing skills
- Excellent interpersonal skills with the ability to work with diverse groups of people at all levels of Misericordia's campus of care
- Teamwork, tact and collaborative relationship-building skills
- Strong organizational, planning and time-management abilities
- Ability to meet deadlines and handle multiple concurrent projects
- Ability to identify, analyze and solve issues within scope of position
- Demonstrate a commitment to innovation and continuous quality improvement
- Strong knowledge of new media technologies, online communications tools and social media
- Photography experience an asset



### **Typical Responsibilities and Duties**

- Coordinates and assists in the planning, writing, editing, production and distribution of reports, newsletters, brochures and other recognition pieces
- Assists in writing and implementing communications plans
- Develops and manages content for website, Intranet and social media
- Identifies opportunities for improved engagement practices to most effectively share information and learn from audiences
- Seeks to increase own knowledge and understanding of context, perspective and needs of health-centre stakeholders

### **Other**

- Maintains high degree of confidentiality, integrity and professionalism
- Lives the Mission, Vision and Values of Misericordia

### **Growth and Development**

Assumes responsibility for ongoing education and participates in professional activities for personal and professional growth. Some educational funding may be available.

### **Requirements**

This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), Child Abuse Registry Check and Adult Abuse Registry Check as conditions of employment. The successful candidate will be responsible for any service charges incurred. A security check is considered current if it was obtained no more than six months prior to the start of employment.

We offer an optional competitive benefits package and defined contribution plan, flexibility in work hours and kindness.

For those interested, please forward your cover letter and résumé electronically to [info@misericordia.mb.ca](mailto:info@misericordia.mb.ca) with the subject line: COMMUNICATIONS COORDINATOR.

Application must be received no later than **4 p.m. on Friday, July 5, 2024**. We thank all applicants for their interest, however only those selected for an interview will be contacted. Interviewed candidates will be called upon to participate in a skills assessment.