



**INTERNAL / EXTERNAL
JOB POSTING**

Job Title:	Bilingual Communications Officer – Corporate Services
Status:	Permanent Full-Time Position – 35 hours/week (1.0 FTE)
Pay Scale	\$63,578 - \$76,600 annually
Pension and Benefits:	Excellent benefits package including Healthcare of Ontario Pension Plan (HOOPP)
Start Date:	As soon as possible

The Communications Officer supports CCHC's internal and external communications strategy, writes and disseminates publicity material, responds to inquiries for the public and media and coordinates promotional and special events.

Qualifications

- A Bachelors degree in business, communications, marketing, public relations or a related discipline from a recognized college or university.
- Minimum three years of experience in a position in the not-for-profit sector (or a demonstrated understanding of the sector through volunteering) with a focus on communications, public relations, professional writing, or equivalent work-related duties.
- Bilingual—can speak and write proficiently in both official languages.
- Ability to use graphic design software (e.g., Canva, Adobe Illustrator) to create print and electronic communications products. For example, annual reports, social media graphics, etc.
- Proficient with workplace software programs including Microsoft Office.
- Knowledge and experience with social media and how to increase engagement and visibility
- Demonstrated flexibility and effectiveness within a rapidly changing environment, short deadlines and multiple priorities.
- Demonstrated change management experience to support staff adoption of communication strategies and techniques
- Demonstrated project management skills
- Ability to work independently with minimal supervision and collaborate effectively in an inter-professional team environment.
- Demonstrated respect and value for the diversity of the community and individuals
- Exceptional attention to detail.
- Understanding of local and provincial governments' role in health and social services is an asset.

Desirable

- Funding proposal development experience in the non-profit sector.



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www.centretownchc.org

LANGUAGE DESIGNATION

English, written and spoken

French, written and spoken

How to “express an interest” for this opportunity:

Submit your letter of interest along with your résumé on or before **November 30, 2022** by 11:59pm to jobs@centretownchc.org.

Please note the following:

- The subject line of your email should read “**Bilingual Communications Officer**”
- The file name for your resume should read:“(last name)_(first name)_ Resume
- The file name for your cover letter should read: “(last name)_(first name)_ Cover Letter

We thank all applicants for their interest. Only applicants invited to an interview will be contacted.

Candidates requiring accommodation during the application and/or the interview process should contact us at jobs@centretownchc.org so arrangements can be made. CCHC is an equal opportunity employer and values diversity in its workforce and as such we encourage applications from individuals who reflect the broad diversity of communities we work with.

Centretown CHC has a mandatory COVID-19 vaccination policy, as such applicants must be fully vaccinated against Covid-19 and provide proof of vaccinations to be considered for employment. Reasonable accommodation will be considered for persons with medical exemption or other exemptions under the Ontario Human Rights Code.