

## VACANCY

Applications are invited from qualified individuals to fill the following position:

### **COMMUNICATIONS AND CREATIVE ASSISTANT – PAID INTERNSHIP (TEMPORARY FULL TIME CONTRACT – 12 MONTHS)**

**NORTH BAY REGIONAL HEALTH CENTRE FOUNDATION**

The successful candidate will assist the Foundation President & CEO and Development Officers (3) by supporting the creation of strategies, production of communications and marketing material. Administrative duties, content creation, marketing, research, event support and donor relations/ stewardship are included. Specific key duties and responsibilities of the role include but are not limited to:

- Marketing and promotion of the region's healthcare needs;
- Creation of engaging marketing materials, with high visual impact, focused on educating the public;
- Assist in the creation of the Foundation's Annual Report and Newsletter;
- Strategize, plan, execute and manage Social Media campaigns;
- Assist in the processing, documentation, acknowledgment and maintenance of donations and pledges;
- Draft media releases, communication plans, event briefs and thank you letters.

#### **Qualifications**

University or college graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a first full-time employment in the candidate's field of study.

- University degree or college diploma, preference given to candidate who has completed coursework in Fundraising & Resource Development, Marketing, Communications, Business Administration and/or similar programs, or possesses relevant work and/or volunteer experience.
- Must be able to maintain complete confidentiality and discretion.
- Excellent interpersonal skills.
- Demonstrated ability to work effectively with a diverse group of staff and volunteers.
- Highly developed organizational skills and ability to work independently.
- Proven experience establishing priorities and meeting deadlines.
- Excellent written and verbal communication skills.
- High level of computer literacy including Word, Excel, PowerPoint, internet and database applications.
- Must demonstrate commitment to ensure their safety, the safety of fellow workers, patients, volunteers and visitors.
- Must support and contribute to a culture of safety and prevention of adverse health events in this organization.
- Excellent attendance, punctuality and work record is required.
- Driver's abstract and access to a personal vehicle.
- Bilingualism (English/French) is an asset.

---

#### **Criminal Reference Check including the Vulnerable Sector Check: recent within six (6) months is a requirement**

Interested candidates are asked to submit your resume and cover letter with a copy of this job posting with completed qualification checked off ✓ beside each qualification you hold. Please quote File **NU F-22-048** to:

Email: [careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca)

**Human Resources**

50 College Drive  
P.O. Box 2500  
North Bay, ON P1B 5A4  
Fax: (705) 495-7977

*We are an equal opportunity employer. We thank all applicants for their interest.  
An acknowledgement will be sent only to those candidates who will be interviewed.*

*North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application*

THIS OPPORTUNITY IS  
PROUDLY SUPPORTED BY:



An Agency of  
the Government  
of Ontario