



## EXTERNAL VACANCY

**DEPARTMENT:** COMMUNICATIONS  
**POSITION:** ONE (1) TEMPORARY FULL TIME CREATIVE SERVICES SPECIALIST  
**SITE:** NBRHC – NORTH BAY  
**HOURS:** DAYS  
**SALARY:** \$35.090 (Min.) - \$41.642 (Max.)

Pay rate, benefits and other terms and conditions are as per the CUPE 139 Collective Agreement

### KEY ACTIVITIES AND RESPONSIBILITIES

Reporting to the Manager, Communications this role supports the department through the production of exceptional creative content including Director, Communications and Strategic Partnerships to inform and motivate a variety of internal and external audiences.

In collaboration with the other members of the communication team, the incumbent will work closely with senior leaders and management to communicate the Health Centre's vision, strategic directions and other organizational initiatives

- Collaborate with internal stakeholders to ensure compliance with NBRHC brand standards
- Produce quality corporate communication collateral (animation, print, digital) that includes but is not limited to videos, annual report, posters, newsletters, signage consistent with the NBRHC brand
- Assist in the development of material (presentations, toolkits) to support the NBRHC board of directors and senior leadership team and management
- Recommend appropriate print service options for created communication materials
- Understand the creative process in a health care environment

### QUALIFICATIONS:

- Post-secondary education in graphic design or equivalent experience (diploma or degree)
- Three to five years' experience in graphic design
- Up-to-date with social media trends, best practices and policies within the healthcare sector
- Proficiency in graphic fundamentals and design, videography, photography, and print and web capabilities
- Well versed in Adobe Creative Cloud software
- Specific expertise in InDesign, Illustrator and Photoshop
- Experience using a content management system
- Good understanding of pre-press and print production
- Strong project management skills
- 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 their cover letter and resume to:**

[careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca) quoting file **CUPE C-24-075**

**The posting will remain open until the positions are filled.**

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

### **THE ORGANIZATION**

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit [www.nbrhc.on.ca](http://www.nbrhc.on.ca)

## THE COMMUNITY

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit [www.northbay.ca](http://www.northbay.ca)

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***NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.***

***The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.***

*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.*

**We are an equal opportunity employer. We thank all applicants for their interest.**