

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 by supporting the creation of strategies, production of communications and marketing material. The primary objectives of this position will be to provide administrative support, creative content, marketing, research, event management and donor relations support to the President & CEO and Development Officers. 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;
- Create and refresh marketing plan(s) for Foundation lotteries, including *Our Hospital 50/50*, *Our Hospital Lottery* and *Split the Pot*;
- Collaborate and execute email communications;
- Assist with the development and implementation of peer-to-peer fundraising campaigns.
- Strategize, plan, execute and manage Social Media campaigns;
- Assist in the processing, documentation, acknowledgment and maintenance of donations and pledges;
- Exercise creative initiative in a collaborative team environment;
- Assist with website maintenance;
- 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
- Experience with programs such as Adobe Creative Cloud, Canva and MailChimp is an asset.
- Knowledge and understanding of Social Media and Meta Ads Manager is an asset.
- Must demonstrate commitment to ensure your 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 is an asset
- Bilingualism is an asset
- Applicant must be able to work on-site at our North Bay, College Drive location.

For Internships: Northern Ontario secondary school graduates who recently graduated from an accredited college or university. Graduates from a high school outside of Northern Ontario who have resided in the North for at least one year are also eligible.

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 quoting file **NU F-24-48**

Human Resources Department
North Bay Regional Health Centre

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.

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.

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

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

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



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