
POSITION:	Communications and Engagement Coordinator
NUMBER:	OHT-2022-003
LOCATION:	Cornwall (Ontario) and remote work
CONTRACT TYPE:	Full-time permanent position (35h/week)
TEAM:	Upper Canada, Cornwall and Area Ontario Health Team (UCCA OHT)

As part of the transformation currently underway in Ontario's health care system, organizations and community members in Upper Canada, Cornwall and Area have come together to form a Ministry of Health approved Ontario Health Team. The Communications and Engagement Coordinator will work with OHT leaders and a diverse group of internal and external stakeholders to ensure successful engagement. This position will work closely with UCCA OHT partner organizations and backbone support team, and report to the Executive Transformation Lead.

SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Undertake literature reviews, environmental scans on Best Practices in engagement of people with lived experience and primary health care clinicians.
- Design and implement OHT engagement strategies.
- Coordinate and support the Co-Design Expert Tables for Partners with Lived Experience, French Language Services and Primary Health Care Clinicians, including scheduling and facilitating meetings, drafting agendas, creating slide decks, coordinating presenters, setting up meetings, administering compensation and recognition, drafting correspondence and implementing evaluation.
- Coordinate the recruitment, matching and placing of lived experience partners and primary health care partners on work groups.
- Implement strategic actions to recruit for diversity.
- Lead presentations and facilitate engagement sessions.
- Design and implement OHT communications strategies.
- Provide strategic communication advice and counsel to stakeholders, to support communications objectives.
- Provide hands-on communications support to the OHT work groups, as needed.
- Produce or oversee the production of communication materials including research, writing, editing, and creative conceptualization for various internal and external communication initiatives.
- Lead development of in-house communications principles, processes and best practices.
- Support the communication needs for the OHT website.

REQUIREMENTS:

- Postsecondary degree in a health-related area and/or in communications, public relations or journalism (or equivalent experience).
- Training and/or relevant professional experience in client and person-centered care, patient/client engagement, education, volunteer services, and/or client relations.
- Training and/or relevant professional experience working with primary health care clinicians.
- Project and/or program coordination experience, including committee-based projects involving multiple stakeholders.
- Understanding of the health sector, including primary care, acute care, home care, long-term care and community support services.
- Ability to work independently and as part of a team, demonstrating initiative and collaborative skills.
- Excellent organizational skills with ability to manage multiple priorities.
- Demonstrated experience with various social media platforms and with website development or design is an asset.
- Advanced computer skills (Microsoft Office – PowerPoint, Word, Excel, SharePoint, Virtual Meetings – Zoom, Microsoft Teams).
- Bilingual (French/English).
- Have received the vaccination against COVID-19 as recommended by public health

BENEFITS AND SALARY:

- Annual salary between \$49 932 and \$60 134
- A full benefits package and a yearly training budget
- HOOPP Pension plan and 4 weeks of vacation per year

Please **submit your resume and a cover letter** demonstrating how you meet the requirements and qualifications for the position to rh@cscestrie.on.ca.

We strongly encourage applications from candidates from diverse and equity-seeking groups including, but not limited to, indigenous individuals, or people of colour (BIPOC) as well as those who identify as 2slgbtq+. C SCE welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We would like to thank all those that apply but only those selected for an interview will be contacted.

