

YORK REGION CHILDREN'S AID SOCIETY

16915 Leslie Street
Newmarket, ON L3Y 9A1

POSTING # 2022-85

November 10th, 2022

Applications are now being accepted for the position of:

Communications Coordinator (18 Month Contract)

******Possibility of renewal******

PURPOSE OF POSITION:

Reporting to the Communications Manager, the Communications Coordinator will play a key role in supporting and advancing the strategic administrative needs of the Communications department. Under the direction of the Communications Manager, this position provides support and guidance to the Communications Department and will oversee the administration of a variety of communications activities including, but not limited to, communications planning activities and building external relationships with the organization's stakeholders.

DUTIES & RESPONSIBILITIES

- Manage department activity calendar.
- Maintain the Agency's website and employee intranet site; regularly draft, monitor and update content.
- Produce analytical reports on web-based platforms to inform decision-making.
- Engage with the Diversity, Equity and Inclusion department and other key stakeholders to compile information regarding Agency events, observance days, and other important initiatives both internal and external.
- Coordinate activities to profile the Agency's work, and support initiatives such as Adoption Awareness Month and Foster Family Appreciation Week.
- Design digital materials, including social media graphics, posters, templates, reports, brochures, presentations in line with brand and based on audience.
- Edit/proof communication or promotional/publicity material.
- Monitor and coordinate responses to comments on social media channels.
- Co-ordinate, write, and post content on Intranet.
- In liaison with the Communications Consultant, conduct daily media monitoring and create a daily media report.
- Design and produce presentations and branding templates.
- Assist with event planning.
- Provide ongoing assistance and support in the development and improvement of organizational policies and procedures covered within the scope of the Communications Department.
- Respond to public requests for information regarding Agency programs and services and redirect as appropriate.
- To provide ongoing assistance and ad-hoc project support as needed.
- Support Manager of Communications with administrative duties required.
- Promote and contribute to a collaborative, inclusive and respectful work environment.

REQUIRED KNOWLEDGE

- Demonstrated ability to work with key stakeholders.
- Excellent written, verbal and presentation communication skills.
- Strong project management and organizational skills.
- Able to work on multiple projects with multiple components and competing deadlines.
- Experience in event co-ordination.
- Technical knowledge and/or experience in design programs, WordPress and SharePoint.
- Political Acuity.

REQUIRED EDUCATION AND QUALIFICATIONS

- Successful completion of a college diploma in related field from an accredited educational institution. (Public relations, journalism, marketing, or other applicable areas of study.)
- Minimum two years of administrative experience.
- Public sector experience considered an asset.

PAY GRADE: 5 (\$55,087.08-\$69, 572.46) *This is a non-bargaining unit position.*

HOURS OF WORK: 33.75 Hours per week

Candidates who meet the qualifications are welcome to apply and should do so in writing to human.resources@yorkcas.org no later than 11:59 p.m. on November 21st, 2022. Please quote job posting #2022-85 – Communications Coordinator.

Work is performed in a hybrid work environment and is performed outside the typical office setting, however on occasion, the successful applicant will be required to come to the office when activities cannot be performed remotely.

Employment at York Region Children's Aid Society is conditional upon the verification of credentials, a satisfactory vulnerable sector check, proof of COVID-19 vaccination (2 doses required), as per YRCAS Mandatory COVID-19 Immunization Policy.

We appreciate all applications received. All communications will be held in strict and professional confidence. Only those candidates selected for an interview will be contacted. We thank all applicants for their submissions. At the request of the candidate, post interview feedback will be provided verbally at the end of the recruitment process, at a mutually agreeable time.

Anti-Oppression/Anti-Racism at York Region Children's Aid Society

YRCAS is committed to having a workforce that is reflective of the diversity of York Region and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Diversity, Equity & Inclusion

York Region Children's Aid Society is committed to employment equity, diversity, and inclusion in the workplace, and fostering equity, diversity and inclusion in recruitment practices is a key aspect of the search process. The current posting is in search of candidates who identified from the following equity seeking groups; women, racialized persons/persons of colour, Indigenous Peoples, persons with disabilities, and persons of the 2SLGBTQ+ community. If you are of the aforementioned identities, and feel comfortable making it known, you may choose to self-identify as member of a designated group. Any information directly related to you is kept confidential and

used in a safe manner to inform our recruitment process towards being an equal opportunity employer.

Vaccination Policy

The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days before your employment start date. The candidate will be asked to provide York Region Children's Aid Society with proof of full vaccination, prior to the candidate's employment start date. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification. As described above, the requirement to be fully vaccinated is subject to the Ontario Human Rights Code. If the candidate is unable to receive the COVID-19 vaccine for a reason protected by the Code, requests for accommodation from the vaccine policy will be assessed on a case-by-case basis and will be subject to York Region Children's Aid Society accommodation process.

Accommodation at YRCAS

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants that may require accommodation during the selection process are encouraged to notify the Human Resources Department when contacted for an interview. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.