

Position: Communications Coordinator	Union/Non-Union: Non-union
Job Status: Permanent Part-time	Hourly Rate: \$39.32 – 46.00/hr
Reports to: President and CEO	Start Date: TBD

Almonte General Hospital and Carleton Place & District Memorial Hospital created the Mississippi River Health Alliance (MRHA) in 2016 to formalize their commitment to work together to improve each patient and resident’s overall health care experience through a strong, coordinated system of care. An integrated Senior Team leads the two Hospitals, as well as Fairview Manor and Lanark County Paramedic Service which are operating divisions of AGH. Over 600 caring staff, physicians and midwives provide excellent primary, acute and long-term care to citizens of Lanark County, West Ottawa and Renfrew County.

We are currently seeking a **Permanent Part-Time Communications Coordinator**. The Communications Coordinator is responsible for the internal and external communication strategies of the hospital under the direction of the Chief Executive Officer (CEO). This role works collaboratively with senior leadership to develop and execute communication plans to effectively disseminate information, maintain positive relationships with stakeholders, and uphold the hospital's reputation.

The Communications Coordinator networks with/develops relationships with peers within the community to assist MRHA with meeting its mission and strategic directions and fosters links within the hospital with other departments and with outside agencies and partners to promote a continuum of health care.

Qualifications

- Bachelor's degree in Communications, Public Relations, Journalism, or a related field is required.
- A minimum of three (3) years experience in communications, preferably within the healthcare or hospital sector.
- Demonstrated experience in devising and executing communication strategies, as well as creating communication materials, is essential.
- Exceptional written and verbal communication skills are necessary, along with the ability to craft clear and engaging messages for diverse audiences.
- Strong interpersonal abilities are vital, including effective collaboration with both internal and external stakeholders.
- Proficiency in media relations, crisis communication, and management of digital/social media platforms is expected.
- Candidates should possess advanced computer skills, including proficiency with Microsoft Suite applications, SharePoint, and various social media platforms.
- Experience with WordPress or similar website content management systems is preferred.
- Familiarity with design software such as Photoshop, Adobe InDesign, and/or Illustrator is desirable.
- Strategic thinking and problem-solving capabilities are crucial, with a focus on achieving measurable outcomes.
- Candidates must exhibit a high level of professionalism, integrity, and discretion in handling sensitive information.
- The ability to thrive in a fast-paced environment with multiple priorities and accountabilities is essential.
- Flexibility to adapt to changing priorities and navigate complex organizational structures is required.
- Understanding the financial implications of departmental functions is important.

Qualified candidates are invited to submit their resumes **by June 21, 2024 at 4p.m.** to:
Angela McLean, Manager, Human Resources: angmclean@mrha.ca

We thank all candidates who apply. Only those selected for an interview will be contacted.

We are committed to inclusive and accessible employment practices – If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.

Please note that according to the MRHA Vaccination Policies, all applicants must be fully vaccinated unless they can provide the proof of a valid medical contraindication or exemption on the basis of protected grounds under the Ontario Human Rights Code in order to be considered for any staff or volunteer opportunities. Upon hiring, applicants must provide the proof of either government issued documentation proving they have been fully vaccinated, or present supporting documentation of a valid medical contraindication or exemption under Ontario Human Rights Code.

Mississippi River Health Alliance (MRHA) is committed to fostering a culture of diversity, equity, inclusion and belonging. We believe that embracing diversity in all its forms enriches our workplace and enhances the quality of care we provide to our patients, residents and community. We are dedicated to creating an environment where every individual feels valued, respected and supported regardless of race, ethnicity, gender, sexual orientation, religion, age, ability or background. We aim to create a workplace where everyone can thrive and contribute to our shared mission of providing integrated health care that meets the evolving life-long needs of our communities.