

**IS HIRING!  
EMBAUCHE !**



## **ABOUT THE EMPLOYER**

YSSN is an organization that is driven by a dedicated and passionate team. We are made up of helpers, supporters and mentors who, at our core, want to have a positive impact on the lives of the people and families we support.

When we are looking for new people to join our team, there are specific attributes that elevate candidates to become our most wanted. You will know this is you if:

- ...you enjoy working with a dedicated and collaborative team: you are both a supportive team-player and willing leader;
- ...you want to contribute your unique perspective, experiences, and ideas to support mental health and developmental services; and
- ...you are motivated by YSSN's vision of achieving a meaningful life for all through creating relationships, promoting community, and improving overall mental and physical well-being.

Please apply as directed by the employer. Failure to do so may result in your application not being considered. This job posting was provided to us by an external employer. We are not responsible for the accuracy, authenticity or reliability of the content.

Veillez postulez selon la façon indiquée par l'employeur. Le non-respect de la façon indiquée pourrait résulter à la non-considération de votre candidature. Cette offre d'emploi nous a été fournie par un employeur externe. Nous ne sommes pas responsables de l'exactitude, l'authenticité ou la fiabilité du contenu.

## **Communications Specialist**

**Date Posted / date d'affichage : October 21st, 2022**

**Job Type / type de poste : Full-Time, Permanent Position**

**Work hours / heures de travail : Monday-Friday, 35hr/week**

**Workplace / lieu de travail : Aurora, Ontario**

**Contact Name / personne contacte : Maxime Corvec**

**Employer Email / courriel : [prospection@lacle.ca](mailto:prospection@lacle.ca)**

**Employer Website / site Web : [www.appone.com/MainInfoReq.asp?R\\_ID=4964414](http://www.appone.com/MainInfoReq.asp?R_ID=4964414)**

### **Job Description / description des tâches :**

- Execute communications and stakeholder engagement plans,
- Oversee the development of various communication activities, events, and promotional materials to key stakeholders (e.g., email campaigns, templates/style guides, direct mail pieces, brochures, social media campaigns, advertisements, etc.),
- Develop a plan for disseminating regular updates and key messages via email/social media campaigns,
- Develop key content for current annual reports, print material, training videos/material, DSO external websites, and our internal staff intranet sites, as well as planning for future enhancements of these communications.

### **Additional Skills and/or Certification Required / compétences supplémentaires et/ou certification exigées :**

- are fully bilingual (French/English),
- have direct, hands-on experience with media relations, website maintenance, strategic social media communications, and marketing outreach,
- possess superior writing skills for delivery of thoughtful and impactful key messaging,
- A higher education degree that includes formal communications training,
- Minimum 2 years' proven track record in communications,
- Excellent organizational and project management skills (prioritization, planning, resource allocations, implementation) including use of appropriate software tools,
- Demonstrated knowledge, use, and implementation of social and other new media outreach tools,
- Proficient knowledge of Office 365 and basic knowledge of Adobe Suite (InDesign, Photoshop), webinar programs, and email software (Constant Contact),
- Excellent oral and written communication skills,
- Willingness to travel occasionally,
- The successful applicant will be required to provide a police clearance that meets agency standards,
- A valid G driver's license, business use insurance, and a reliable vehicle are required for this position.

### **HOW TO APPLY / POUR POSTULER :**

**Please bring or mail resumé to / déposez ou envoyez votre candidature :**

**Email / courriel : [prospection@lacle.ca](mailto:prospection@lacle.ca)**

**Employer Website / site Web : [www.appone.com/MainInfoReq.asp?R\\_ID=4964414](http://www.appone.com/MainInfoReq.asp?R_ID=4964414)**



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