



VACANCY

Date:	April 14, 2021	Position:	Communications Coordinator
Status:	Part Time - .4 EFT Permanent Part Time - .2 EFT (term) to March 31, 2022	Hours of Work:	22.5 hours per week* Hours Negotiable
Department:	Community Services	Job Posting No.:	#2021-29
Reports to:	Director of Community Services	Closing Date:	May 5, 2021

*These hours can vary depending on operational requirements of the program

Mount Carmel Clinic is committed to equity and inclusion. Candidates are asked to self-declare at the time of application.

Position Summary

The Communications Coordinator works closely with the management team to develop and implement effective internal and external communications strategies and plans for Mount Carmel Clinic. The Communications Coordinator provides advice and support across the whole range of communications modes and media, including print and electronic/on line communication, and coordinates MCC's relationship with print and broadcast media.

Salary

\$28.00 to \$36.00/hour

Qualifications

Education

Diploma or undergraduate degree in Communications; a comparable combination of education and experience will be considered.

Skills, Expertise and Experience

- Minimum of two (2) years' experience in organizational communications work
- Proven knowledge, skills and experience managing websites and social media;
- Knowledge of WordPress is required
- Experience developing and implementing communications strategies/plans
- Excellent computer skills are required; high level of proficiency in MS Office Suite
- Experience with Adobe Creative Suite (InDesign, Illustrator, and Photoshop) is required
- Experience in photography/videography and knowledge of Adobe Premiere and Adobe After Effects would be considered an asset.

Critical Skills

Proven knowledge and ability in critical thinking, decision-making, problem-solving and conflict resolution

Focus on Results

Demonstrated ability to prioritize and focus work-related activities to effectively and efficiently achieve goals and produce expected results/outcomes

Alignment with Organizational Values

Commitment to the principles that guide Mount Carmel Clinic, as reflected in the history, vision, mission and values

Commitment to Reconciliation

Knowledge and understanding of Indigenous culture and traditions and the impact of colonization on the health and well-being of Indigenous individuals and families

Interdisciplinary Team, Collaboration [Teamwork]

Proven ability to work within an interdisciplinary team environment with respect, professionalism, cooperation, sensitivity and cultural awareness

MCC Philosophies

Strong knowledge, commitment and demonstrated ability to apply diversity, equity, cultural safety, pro-choice, social determinants of health, population health, harm reduction, trauma-informed and community development principles in all aspects of the work.

Communication

Excellent verbal and written communication skills

All positions are subject to Criminal Record and Child Abuse Registry checks. Applicants may be required to undergo testing to determine the knowledge, skill and ability required for position.

Mount Carmel Clinic is committed to equity and inclusion and has undertaken to increase responsiveness to Indigenous people by promoting a workforce that is representative of the participants and communities we serve. We encourage applications from Indigenous persons, those with lived experience and members of equity-seeking groups. Applicants are encouraged to self-declare in their application.

Please submit Application Form or cover letter and resume, quoting job posting #2021-29 to:

Human Resources
Mount Carmel Clinic
886 Main Street
Winnipeg, MB R2W 5L4
Fax # (204) 582-4733
employment@mountcarmel.ca