



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

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REPOST: COMMUNICATIONS COORDINATOR

Job ID	36515-9641	
Web Address	https://careers.indigenous.link/viewjob?jobname=36515-9641	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2021-02-15	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Department, Unit or Project Description:

The Student Wellness Centre provides three levels of support to students including Medical Services, Counselling Services and Health Promotion. Health promotion programs, campaigns and related trainings are offered through the Wellness Lounge and virtually to help students learn about health and wellness-related issues to ensure students are equipped with the skills needed for overall health and well-being. The Communications Coordinator works closely with the Wellness Education team and will develop, implement, and evaluate the strategic communications plan to enhance the overall profile of the department.

Job Summary:

Responsible for developing, implementing and evaluating the strategic communications plan to enhance the overall profile of the department. This plan will include strategic marketing initiatives and incorporating new infrastructure to support communications activities within the department.

Accountabilities:

- * Develops, implements and evaluates the communications strategic plan for the department. Develops the infrastructure to support the communications strategy on an ongoing basis.
- * Authors and designs communications materials such as annual reports and newsletters. Drafts press releases for review by relevant stakeholders prior to their release. Proofreads and edits various publications authored by other staff members.
- * Conducts needs assessments and develops strategies to collect necessary information within the department to develop appropriate internal and external communications.
- * Evaluates departmental website and makes necessary changes regarding graphic layout and content to reflect the needs assessment results.
- * Plans and guides the development of an interactive departmental website.
- * Plans the production and graphic design layouts of departmental publications and other communication tools.
- * Deals with a wide variety of individuals inside and outside the organization, including responding to national and international inquiries received by the department.
- * Coordinates media inquiries and connects media with relevant persons in the department.
- * Provides support to fundraising efforts and event planning for corporate events through the creation of appropriate marketing materials.

- * Assists with the development of departmental presentations for diverse audiences.
- * Stays abreast of new technologies and developments in the field to ensure the communications plan is current and relevant.

Qualifications:

Education:

- * 3 year Community College diploma in Marketing or related field.

Experience:

- * Requires a minimum of 3 years of relevant experience.

Assets:

- o Strong interpersonal and communication skills – oral, written and via social media
- o Adept with various office programs (Microsoft office, teams, zoom)
- o Adept using WordPress
- o Excellent computer skills, graphic design skills
- o Excellent knowledge related to communicating via virtual platforms for student engagement.
- o Strong organizational abilities
- o Excellent research skills
- o Ability to work independently
- o Significant knowledge related to the needs of the student body
- o Ability to maintain confidentiality when working with student records

Ability to work collaboratively with other healthcare professionals and campus partners.

Additional Information:

- o This position requires a candidate who has a keen interest in health and wellness issues affecting the student population and who is willing to work evenings, and weekends

For more information, visit McMaster University for REPOST: COMMUNICATIONS COORDINATOR