



# 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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## COMMUNICATIONS COORDINATOR, SEPSIS CANADA

<b>Job ID</b>	<b>36885-2363</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=36885-2363">https://careers.indigenous.link/viewjob?jobname=36885-2363</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2021-03-04	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement. JD # TJD0015  
Pay Grade: 7

Title: Communications Coordinator (Sepsis Canada)

Unit/Project Description: Sepsis Canada is a multi-disciplinary network committed to understanding the causes of sepsis, and improving the prevention, detection and management of this disease for all Canadians through research. Our guiding vision is to "suspect sepsis, save lives, support recovery". Sepsis Canada brings together researchers, healthcare professionals, patient partners and trainees working collaboratively on inter-related projects under an integrated and unified program of research. We are funded by the Canadian Institutes of Health Research (CIHR) in response to a World Health Organization (WHO) resolution identifying sepsis as a global health priority. Sepsis Canada is seeking a Communications Officer to help our organization build our communications strategy and platforms. The successful candidate will be able to work remotely anywhere across Canada. To learn more about Sepsis Canada, please visit our website ([sepsiscanada.ca](http://sepsiscanada.ca)) or twitter page (@SepsisCanada)

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

Purpose and Key Functions:

- Develops, implements and evaluates the communications strategic plan for the research network. 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 research network to develop appropriate internal and external communications.
- Evaluates research network website and makes necessary changes regarding graphic layout and content to reflect the needs assessment results.
- Plans and guides the development of an interactive research network website.
- Plans the production and graphic design layouts of research network 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 research network.
- Coordinates media inquiries and connects media with relevant persons in the research network.
- Provides support to fundraising efforts and event planning for corporate events through the creation of appropriate marketing materials.
- Assists with the development of research network presentations for diverse audiences.
- Stays abreast of new technologies and developments in the field to ensure the communications plan is current and relevant.

Supervision:

- No formal supervision of others is required.
- Occasionally provides orientation and shows procedures to others.

Requirements:

- 3 year Community College diploma in Marketing or related field.
- Requires a minimum of 3 years of relevant experience.
- Diploma or Bachelor's degree in Communications, Public Relations, Journalism, a related discipline or an equivalent combination of education and related work experience.
- 2 years' communications (or related) experience within a research network or healthcare setting
- Bilingualism in English and French is required. Must be fluent and able to communicate in both languages in spoken and written communications.
- Must be proficient in translating English and French healthcare and research material into either language to a diverse audience.
- Demonstrated experience developing, implementing and evaluating communication strategies.
- Experience preparing media releases, working with media outlets, and established connections within national media outlets is required.
- Experience with WordPress design and maintenance. Knowledge of HTML and CSS.
- Excellent oral and written communication skills.
- Ability to work independently and effectively as part of a team.
- Attention to detail, accuracy and excellent organizational skills.
- Strong computer skills including demonstrated experience using software and programs to design multimedia.
- Experience with social media platform design and maintenance.
- Demonstrated skills in writing and editing reports, and promotions including programs and events is an asset.
- Ability to work well under pressure, set priorities and coordinate multiple tasks with conflicting deadlines.

For more information, visit McMaster University for COMMUNICATIONS COORDINATOR, SEPSIS CANADA