

ConnexOntario provides free and confidential health services information for people experiencing alcohol, drugs, mental illness or gambling problems. We are here to support Ontarians via phone, web-chat and email 24/7 by connecting them with suitable services in their area. Our knowledgeable and experienced staff offer supportive listening to help people discover the resources they need from our comprehensive database. Whether they are searching for themselves or a loved one, ConnexOntario is here to provide them with the right information at the right time.

To join our winning team, we are looking for a

COMMUNICATIONS AND MEDIA COORDINATOR

Paid Internship - From May to August

Essential duties & responsibilities:

The successful candidate will be supporting the Marketing and Communications Coordinator with content creation and partner with internal stakeholders to deliver news, launch initiatives, and shape the story of who we are.

Specific Functions:

- Collaborate on the strategy and execution of internal announcements and news across internal communication channels from intake, media updates to full company announcements
- Lead the development of public relations activities such as media announcements, press releases and pitches. In addition, manage, source and update media lists and corporate databases
- Assist with the plan and launch of provincial wide communications strategy development.
- Conduct research and analysis to gather information, support investigation and preparation of briefings and reports. Assist with tracking and reporting on communications activities, including presenting to internal stakeholders.
- Write and coordinate social media content in addition to engagement and page monitoring.
- Write and coordinate blog posts on company website.
- Stay current and monitor industry news and trends sharing major updates as they happen.

Requirements and qualifications:

- Entering your final year or completed a diploma or undergraduate degree in Communications, Media Studies, Public Administration/Policy or related field or a combination of education deemed equivalent.
- Self-driven and proven ability to work remotely. Demonstrated time management skills with the ability to independently prioritize tasks.

- Critical thinking and analytical skills to review materials and brief teams on research and projects that you are working on.
- Demonstrated ability to develop written materials with clear and compelling narratives that will engage stakeholders.
- Ability to write a variety of communications products (i.e. speeches, news releases, copy for content, advertising, articles, briefing notes etc.)
- Knowledge, and experience with the application of both qualitative and quantitative research methods and data analysis.
- Experience with the Adobe Suite considered an asset.

The successful candidate will have the opportunity to become part of a vision that continuously raises the bar for empathy and customer service. We genuinely believe that we have the opportunity to make a positive impact on individuals' lives and our community.

If you believe that you can be part of this, please send your Resume and Cover Letter to hr@connexontario.ca

ConnexOntario Health Services Information is an employment equity employer that embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives.

In accordance with the Ontario Human Rights Codes, Accessibility for Ontarians with Disabilities Act (AODA) and our organization's policy, accommodations will be provided at any point throughout the hiring process. If you require an accommodation, please let us know in your cover letter.

We thank you for your interest; however, only selected candidates will be contacted for an interview.

A satisfactory Police Criminal Records Check will be required before hiring.