



OTTAWA SALUS CORPORATION **EXTERNAL JOB POSTING**

Job Title:	Communications Specialist (Canada Summer Job Intern)
No of position(s)	One (1)
Job Type:	8 Weeks Temporary Full-time. 35 hours/week: Monday to Friday 8:30 - 4:30. (Potential for flexibility)
Date of Posting:	July 30, 2021
Date of Closing:	August 13, 2021 by 4:30 p.m.
Start date:	August 30, 2021
End date:	October 22, 2021
Reports to:	Senior Manager, Philanthropy

JOB SUMMARY

Salus is currently recruiting for a Communications Specialist to join our Fund Development and Philanthropy team under the Canada Summer Jobs program. As a Communications Specialist, you will assist the Senior Manager, Philanthropy in the planning and creation of communications materials and initiatives for the organization.

Areas of responsibility for this position include, but are not limited to, the following:

RESPONSIBILITIES

- Provides support to the Senior Manager, Philanthropy in the planning and execution of our in-person or online fundraising initiatives.
- Supports our communications projects by assisting with email, direct mail, social media campaigns and initiatives to drive awareness, donations and donor loyalty and engagement.
- Supports the Senior Manager, Philanthropy with donor stewardship by assisting with donor correspondence and donation processing.
- Collect and create online content with input from internal stakeholders.
- Manage the development and distribution of the monthly tenant newsletter, Salus Insider and Entre-Nous.
- Support team project management through activities such as: conducting research, consulting other agencies and external sources of information, integrating recommendations from various stakeholders.
- Complete other tasks as required in a timely manner.

QUALIFICATIONS

- Is currently a Post-secondary student or recent graduate in marketing, communications, media, fundraising, or a related field.

LANGUAGE REQUIREMENT

- English language proficiency is required. Bilingualism in French and English is considered a strong asset.

PRE HIRING REQUIREMENTS

- Criminal reference check (Vulnerable Sector Screening)
- Eligible to work in Canada.
- Ability to fulfil requirements of the Canada Summer Job program.

SUITABILITY

This would be a great fit for someone who:

- Is comfortable working with people with mental health issues.
- Has graphic design abilities and is experienced with digital marketing and communications tools, experience with WordPress and/or Constant Contact are considered strong assets.
- Has effective communication skills, including solid writing and editing skills, in both English and French.
- Has knowledge of marketing plans, strategies and tactics, promotion and outreach as well as media relations.
- Has Social Media experience (Facebook, Twitter, Instagram, and LinkedIn).
- Has strong attention to detail and organizational skills.
- Has excellent storytelling skills.
- Is at ease working remotely and independently.

SALARY

\$15.25 per hour.

WHY WORK AT OTTAWA SALUS?

Salus has a proven record of accomplishment of supporting clients and tenants with serious and persistent mental illness in the Ottawa area. The value of our work we provide to our clients and tenants is changing lives. The pride felt by our staff makes working here a fulfilling experience.

APPLICATION INSTRUCTIONS

If you wish to apply for this position, please send your resume with a cover letter by email to HR@salusottawa.org with the subject heading "**Communications Specialist 2021**" by 4.30 pm on **August 13, 2021**.

We thank all applicants for their interest; only those selected for an interview will be contacted.

Ottawa Salus is an equal opportunity employer and values diversity in its workforce. Do not hesitate to contact us if you require alternative arrangements to submit your application. Candidates requiring accommodation during the interview process should advise in advance.