

Communications Specialist

The Canadian Mental Health Association - Cochrane-Timiskaming Branch (CMHA-CT) is a part of Canada's longest standing mental health organization. CMHA-CT is a non-profit charitable organization committed to promoting the mental health of everyone and to supporting the resiliency and recovery of those who experience mental illness and addictions through community-based services. CMHA-CT also creates awareness and understanding of mental illness and addictions in our communities through advocacy, education and campaigns.

In keeping with the CMHA Cochrane Timiskaming Branch's (CMHA-CT) mission and strategic plan, the Communications Specialist represents the CMHA-CT in a wide range of community and business settings to promote the CMHA-CT as the leader in the field of addictions and mental health services. The role also includes health promotion initiatives in our area.

The Communications Specialist presents information in an engaging, comprehensive, knowledgeable, and readily accessible format to audiences that include clients, staff, the general public, community partners, and other stakeholders.

The Communications Specialist is responsible for implementing and promoting a comprehensive organizational communications plan for the CMHA-CT by developing effective communications strategies that include branding and creating content to be shared with a wide variety of audiences delivered through a wide variety of channels, including a strong social media presence.

The Communications Specialist will develop and support health promotion and disease prevention programs that aim to engage and empower individuals and communities to choose healthy behaviours and to make changes that reduce the risk of developing chronic diseases and other morbidities.

The Communications Specialist will advocate for and promote the reduction of stigmatization with respect to mental illness, especially for people with marginalized identities.

The Communications Specialist portfolio will also include fundraising responsibilities, coordinating the CMHA-CTs activities with privacy implications, and developing a client engagement framework to gather and respond to feedback on the services provided to those who rely on us for help.

Requirements

1. A graduate or Bachelor's degree in communications, journalism, public relations or related field, preferably with 3-5 years' experience in communications and/or public relations. Preference will be given to applicants with a concentration in healthcare or related specialization or experience in a not-for-profit health service delivery setting;
2. Strong working knowledge of communications principles and practices;
3. Strong project management skills and experience in a multi-stakeholder environment;
4. Strong working knowledge of mental health service delivery and the health care sector;
5. Highly effective oral, written, and interpersonal communication skills with strong writing and editorial abilities;
6. High proficiency with Microsoft suite of products, media monitoring software, and other public relations tools;
7. This is a designated position under the French Language Services Act; therefore, the incumbent must be fluently bilingual at an advanced level.

For a complete job description, please contact Human Resources by e-mail at humanresources@cmhact.ca.

This is a permanent full-time non-unionized position.

We offer a comprehensive compensation program and the opportunity to work alongside a team of energetic and spirited employees who are committed to improving the lives of those who rely on us for support.

Interested candidates should submit a cover letter and resume focused on personal achievements relevant to the position to:

humanresources@cmhact.ca

For more about the Canadian Mental Health Association – Cochrane Timiskaming Branch and the important work we do, visit us at www.cmhact.ca.

Please advise Human Resources if you will require accommodation in accordance with the Ontario Human Rights Code or the Accessibility for Ontarians with Disabilities Act in order to properly participate. We would be pleased to assist you.

We thank all applicants for their interest in this employment opportunity. We will contact those candidates who are invited to participate in an interview.