



Southwest Ontario
Aboriginal Health
Access Centre

FT Communications Coordinator

Status:	Full-time, permanent
Location:	London, ON
Hours:	35 hours/week
Salary:	\$64,175 to \$75,500 per year
Paid Time Off:	Vacation, health & personal days, spiritual/cultural days, professional development, and birthday
Benefits:	Comprehensive health, dental and more
Pension:	HOOPP (defined benefit pension plan)
Posting Date:	October 2, 2024
Deadline:	October 30, 2024

Southwest Ontario Aboriginal Health Access Centre (SOAHAC) is a diverse, dynamic, multiservice Indigenous health and wellness agency. We strive to provide quality, wholistic health services by sharing and promoting traditional and western health practices to enable people to live in a more balanced state of well-being. SOAHAC provides services to Indigenous people including those who live on and off reserve, status, non-status, Inuit, and Metis within the Southwest, Waterloo Wellington and Erie St Clair regions. SOAHAC has a mandate of ensuring that health services are accessible, of high quality, and are culturally appropriate. It is SOAHAC's objective to build health care capacity within Indigenous communities.

*Are you a creative, driven communicator who is passionate about making a tangible difference? We are looking for a **Communications Coordinator** who can take our voice and presence to the next level – driving awareness and supporting the vital communication efforts that sustain our work. This role offers an incredible opportunity to elevate SOAHAC's voice and contribute to initiatives that directly benefit Indigenous communities. You will contribute in a pivotal way to our fund development and corporate communications, crafting narratives that resonate with potential donors, partners, and stakeholders. This role is key to making sure our message and mission reach the communities we serve and beyond. If you're passionate about communications and want to make a difference, this could be the perfect opportunity.*

Why work with us?

- **Make an Impact:** Your work will amplify SOAHAC's mission, ensuring that Indigenous communities have access to vital, wholistic health services. You'll also support our fund development strategy by communicating our successes and growth areas to partners, funders, and the public. You will work in partnership with the CEO to convey the voice of SOAHAC.
- **Link to Fund Development:** Collaborate closely with our fund development team to craft powerful stories that highlight the importance of our programs and services. Your



communications will be key in securing the financial support needed to sustain and grow our offerings.

- **Innovative and Collaborative Environment:** Work in a multidisciplinary setting that values the exchange of ideas, innovation, and collective learning.
- **Professional Growth:** Benefit from meaningful professional development opportunities in a culturally rich environment that supports your career aspirations.
- **Supportive Benefits Package:** Enjoy competitive pay, a supportive benefits package, and meaningful time off to ensure your personal well-being.

What we're looking for:

- **Communications Experience:** Education in Communications, Marketing, or a related field, with a minimum of 3 years of experience in a similar role. Experience in fund development and corporate communications is a strong asset.
- **Cultural Sensitivity & Awareness:** A genuine respect for Indigenous cultures and practices, with an openness to learning and engaging with Indigenous communities. Experience with Indigenous communities is an asset.
- **Creative & Detail-Orientated:** Strong writing, editing, and visual skills. Familiarity with digital tools such as MS Office, graphic design software, and social media platforms. Experience in donor communications is an asset.
- **Public Speaking:** You are comfortable and effective in public speaking roles, with experience engaging diverse audiences, including donors and stakeholders.
- **Collaborative Mindset:** You are a team player who can work independently while contributing to broader organizational goals.
- **Additional Requirements:** You have a valid driver's license and access to a vehicle, as travel within the region may be needed. You'll also need a clean police check and up-to-date immunizations and records.

What you'll do:

- **Strategic Communications Planning:** Ensure that all communications and campaigns reflect SOAHAC's commitment to culturally relevant, accessible health services, engaging both Indigenous and non-Indigenous audiences in supporting our work.
- **Content Creation for Impact:** Craft compelling, targeted content for a range of platforms, including press releases, social media, blogs, and donor materials. Your storytelling will highlight SOAHAC's achievements and the importance of supporting our initiatives.
- **Fund Development Support:** Collaborate closely with our fund development team to craft communications that inspire donations and partnerships, and long-term support – helping SOAHAC sustain and expand our programs for Indigenous communities.
- **Media Relations & Outreach:** Build and maintain strong relationships with local and national media, pitch story ideas, and ensure consistent positive coverage of SOAHAC's work and impact.



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- **Event Promotion & Communications:** Partner with various managers to promote events and ensure that all communications align with SOAHAC's strategic vision. Your work will be integral in showcasing events that foster community engagement and donor interest.
- **Branding & Consistency:** Maintain and enhance SOAHAC's brand identity across all communication channels, ensuring that every message reflects our values and commitment to Indigenous health and wellness.
- **Analytics & Reporting:** Monitor the effectiveness of communication strategies, providing regular reports on campaign performance, audience engagement, and media coverage.

What we offer:

- **Cultural and Personal Development:** SOAHAC offers a culturally supportive environment where personal and professional growth is encouraged. You'll have the chance to make a lasting impact on Indigenous communities while building your career.
- **Supportive Work Culture:** Join a team that values collaboration, respect, and shared success. You'll be supported every step of the way as you work to amplify SOAHAC's message.
- **Inclusive Employment Practices:** SOAHAC values diversity and is an equal opportunity employer. We are committed to providing accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

If you are ready to make a real difference in the lives of Indigenous communities, amplify a message that matters, and be part of a team driving lasting change, we want to hear from you. **Apply now and take the next step in your career with SOAHAC.**

This job may require additional responsibilities and duties as assigned by Southwest Ontario Aboriginal Health Access Centre.

SOAHAC is committed to fostering an inclusive and equitable workplace where all voices are heard. We strongly encourage applications from Indigenous candidates, and we are proud to support diversity in all its forms. We provide employment and hiring accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or participate in an assessment process, please advise Human Resources.

Send your resume and cover letter to:

Email: careers@soahac.on.ca
Subject line: **FT Communications Coordinator, London**
Or mail to: **Human Resources**
Southwest Ontario Aboriginal Health Access Centre
493 Dundas Street,
London, ON N6B 1W4

Please visit **Southwest Ontario Aboriginal Health Access Centre** online at: www.soahac.on.ca or like us on www.facebook.com/soahac to learn more about us!



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We thank all those for applying but only those selected for an interview will be contacted.