

## JOB POSTING #2026/004

### POSITION:

Communications Coordinator – Communications Services - OPSEU

### HOURS OF WORK:

Temporary – Full-Time - 35 Hours Per Week (1.00 FTE)

### EFFECTIVE:

April 13, 2026, until October 1, 2027 (subject to change)

### LOCATION:

Main Office – North Bay or Parry Sound Branch Office

### ADDITIONAL INFO:

Vacant Position

### POSITION SUMMARY:

Under the direction of the Manager, Quality, Practice and Relations, the Communications Coordinator is responsible for performing a variety of communications functions to support the effective fulfillment of the [Ontario Public Health Standards](#), in accordance with internal policies, guidelines and procedures, and in keeping with the Health Unit brand. This includes but is not limited to creating, editing, and coordinating clear, compelling, and consistent digital media content, managing and maintaining all Health Unit social media channels, creating communications plans in consultation with subject matter experts, and supporting the development and review of media releases and key messaging products. This position will provide back-up to the Public Relations Specialist, as required. All work is consistent with the mission, vision, values, strategic priorities, policies, and standards of the Board of Health.

### QUALIFICATIONS:

#### Education, Experience, Knowledge, Skills & Abilities:

- Bachelor's degree (4 years) in digital marketing, communications, media studies, public relations, or other related field from a recognized post-secondary educational institution or a combination of education and work experience considered equivalent
- Minimum four years of work experience in developing digital media content, managing social media, digital advertising, and developing communications plans and products
- Experience with monitoring website and social media performance metrics
- Advanced knowledge of Canadian Press writing style
- Demonstrated knowledge applying the *Accessibility for Ontarians with Disabilities Act* standards to communications products
- Strong knowledge of digital marketing and online advertising, with a love of words
- An understanding of best practices in content strategy
- Demonstrated knowledge of applicable legislation

- Proficient with Microsoft Office 365 applications, social media platforms, social media management software, desktop publishing software, and graphic design software (e.g., Canva, Adobe Creative)
- Excellent verbal communication and interpersonal skills
- Strong project and time management skills with high standards of accuracy, organization, and quality control
- Strong desire to learn new skills, improve processes, and continually develop personally and professionally
- Advanced copywriting, editing and proofing skills to ensure accuracy and attention to detail
- Committed to providing exceptional customer service
- Shows discretion and appropriately handles confidential information
- Demonstrated commitment to continuous learning and quality improvement
- Capable of thinking strategically, creatively and taking initiative
- Proven ability to collaborate and manage multiple projects within deadlines
- Creative thinker who is comfortable working both independently and in a team environment
- Ability to act in a tactful and diplomatic manner
- Ability to foster a positive work environment
- Demonstrated reliability and the ability to work flex hours as required
- Travel between Parry Sound and North Bay office will be required on occasion

As a condition of employment, the successful candidate will be required to provide a Criminal Reference Check: recent, within four (4) months at their expense and will be required to comply with the Health Unit's immunization [policies](#). Please refer to the individual [policies](#) for specific requirements and processes. Applicants requiring accessibility accommodation for the interview are asked to make such requests only when contacted for an interview.

#### HOURLY RATE:

Minimum \$37.34 to Maximum \$42.05 (Effective April 1, 2026) (Pay Band 9) – Under Review. Plus 4% vacation pay and 4% public holiday pay. \*Please note, the maximum level you can start at is at Level 4 (\$40.80)

#### CLOSING DATE:

Monday, March 16, 2026, at 4:00 p.m.

#### APPLICATION PROCESS:

**If you wish to be considered for this position, please forward your resume, cover letter and proof of education required for this position to the attention of:**

**Wendy Moore, Senior Human Resources Coordinator – Talent Management**

**Attention: Job Posting #2026/004**

**North Bay Parry Sound District Health Unit, 345 Oak Street West, North Bay, ON P1B 2T2 or**

**Email: [human.resources@healthunit.ca](mailto:human.resources@healthunit.ca)**

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

**Please Note: If you did not receive a confirmation email that your resume/application has been received, please contact**

**Wendy Moore at [wendy.moore@healthunit.ca](mailto:wendy.moore@healthunit.ca) for confirmation.**

**Once posting is closed, please refer to website for status of job posting.**

*The Health Unit is an Equal Opportunity Employer*

*Your lifetime partner in healthy living.  
Votre partenaire à vie pour vivre en santé.*

[myhealthunit.ca](http://myhealthunit.ca)

📍 345 Oak Street West,  
North Bay, ON P1B 2T2

📞 1-800-563-2808  
705-474-1400

📠 705-474-8252

📍 90 Bowes Street, Suite 201,  
Parry Sound, ON P2A 2L7

📞 1-800-563-2808  
705-746-5801

📠 705-746-2711