

Marketing & Communications Associate

Employer: Sault Area Hospital Foundation

Posted: 11 months ago

ES Job ID: 14298

Sector(s): Sales & Marketing

Salary: 17.9

Closing Date: May 30, 2023

Location: Sault Ste. Marie

Duration: Full Time , Temporary

Job Description:

One year contract funded by the Northern Ontario Heritage Fund Corporation

The Sault Area Hospital Foundation:

The Sault Area Hospital Foundation (SAHF) plays a critical role in supporting the healthcare needs of the Algoma community. Every year, the foundation aims to raise \$5 million to ensure that Sault Area Hospital can replace ageing equipment, purchase innovative technology, and expand services where possible. With this funding, SAHF empowers the hospital to continue providing exceptional care to all patients in the region.

Summary of Position:

The Marketing & Communications Associate reports to the Executive Director. The Marketing and Communications Associate will support the Sault Area Hospital Foundation social media, project communication planning, media relations and brand management.

Rate of Pay:

\$17.90-\$22.01 hourly

Job Duty- Marketing and Communications:

- Support the preparation, review and editing of proposals, media releases, presentations, impact stories, blog posts, mass emails, social media content and other digital marketing assets.
- Support promotion and delivery of fundraising events and lotteries (some evening/weekend work may be required during events).
- Enter, track and maintain data related to projects and events.
- Other duties as assigned

Required Skills:

Staffing and Licensing Requirements:

- Post-secondary education in marketing, advertising, communications, fundraising or similar applicable field.
- A new entrant into the work force, transitioning to a new career, or are unemployed or underemployed and entering a new field.
- Have not previously participated in a NOHFC-funded internship.
- At least 18 years of age.
- Reside, and are legally entitled to work, in Canada.
- A valid G-Level driver's license.
- Reliable access to a vehicle would be an asset.

Knowledge, Skills, & Ability:

- Ability to work effectively and efficiently as a team member.
- Ability to read, write and communicate to perform the duties of the position.
- Proficiency and accuracy in clerical tasks including data entry, keyboarding, filing systems, documentation etc.
- Customer service, interpersonal and telephone skills.
- Ability to meet and interact with people in a pleasant, professional, responsible and reassuring manner.
- High level of privacy sensitivity working in a healthcare environment.
- Computer literacy in a Microsoft environment and ability to use publishing software and other applications.
- Ability to maintain successful working relationships with the interdisciplinary team.
- Ability to organize time effectively to perform the duties of the position.
- Behavior consistent with Hospital Mission, Values and Standards of Performance.

Note: Because of the changing nature of the work and work to be done, other responsibilities and duties may be assigned and qualifications may be adjusted from time to time.

Requirements:

All new employees shall be fully vaccinated against COVID 19-prior to their start date. For clarity, fully vaccinated means that 14 days have elapsed after completion of your vaccine series (i.e. full two doses). The Hospital's Occupational Health team will require evidence of full vaccination prior to an employee's start date. If not fully vaccinated, the Hospital's Occupational Health team can assist successful applicants with setting up the necessary appointments to become fully vaccinated, but any start date may be delayed to the date on which a successful applicant becomes fully vaccinated. The hospital's requirement that successful applicants be fully vaccinated is subject to any accommodation obligations it may have under the Human Rights Code. Employees shall also be required to obtain boosters or other vaccinations related to COVID-19, as deemed necessary by the Hospital, and any failure to do so will be considered willful misconduct and/or disobedience and will result in the termination of the Employee's employment without notice or pay in lieu thereof.

Sault Area Hospital is a respectful, caring, and inclusive workplace. We are committed to championing accessibility, diversity, equal opportunity and maintaining a barrier-free selection process for job applicants. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the open position. Applicants need to make their requirements known to the Human Resources department when contacted. All requests are handled confidentially.

How to Apply:

SAULT STE. MARIE
WEBINQUIRYSSM@SAULTCOLLEGE.CA
705.945.0705

477 Queen Street East, Suite 203
Sault Ste. Marie, ON P6A 1Z5

BLIND RIVER
WEBINQUIRYBR@SAULTCOLLEGE.CA
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1 Industrial Park Road, Suite 205
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Please apply at:

<https://sah.on.ca/careers/marketing-communications-associate-sault-area-hospital-foundation-temporary-full-time-funded-by-the-northern-ontario-heritage-fund->

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