



Community Engagement & Public Relations Manager

.75 FTE = 30 HRS a week with flexible hours and benefits package.

Description and Purpose

Dr. Kingston Memorial Community Health Centre is looking to hire a **Community Engagement & Public Relations Manager** to join our dynamic, collaborative team. The Community Engagement & Public Relations Manager will be responsible for fostering relationships, delivering key messages, and promoting a positive image of the Dr. Kingston Memorial Community Health Centre within the values, vision and mission, policies and procedures, goals and objectives of the Board of Directors.

About Dr. Kingston Memorial Community Health Centre

The Dr. Kingston Memorial Community Health Centre [the Centre] has grown and evolved from a single physician practice to a Community Health Centre where primary health clinicians work together to provide comprehensive, coordinated care for patients living in our catchment area. Almost half of our community members are seniors and many live with material deprivation.

The Objectives of the Centre are:

- To be a community hub where services and programming go beyond medical needs to address underlying social and economic conditions.
- To deliver programs & services through integrated, multi-disciplinary teams;
- To operate as a non-profit & incorporate community-based decision-making;
- To advance health equity and improve well-being for all; and
- To offer collaborative programs & services in primary care, health promotion & community care

Our Values are:

- Person-centered care conducted with compassion and respect for the dignity of all
- Honouring the individuality of all without judgment or bias
- Commitment to healthy communities & healthy people

About the Position

The Community Engagement & Public Relations Manager(CE&PR Manager) will be a part of the supportive, collaborative care team at the Centre, reporting to the Centre Managing Director.

The role is a **.75FTE 30 hrs role with the potential for flexible hours**. In this role there may be **some evening and or weekend work, however, in lieu, time is given**. The work location is in Dr. Kingston Memorial Community Health Centre and travel may be required. In this role, the successful candidate is entitled to a **medical benefits package & RRSP contribution plan**, opportunities for **paid professional development** and **all work-related travel will be compensated**.

The pay rate will be commensurate with experience and qualifications with a starting rate of \$29 per hour.

Responsibilities

- Develop and organize workshops, ceremonies, and other events for publicity, fundraising and information purposes
- Utilize all forms of media to build maintain and manage the image of the Centre
- Keep current with activities, programming, disease prevention and wellness education in all forms of electronic media
- Provide regular community communication – Newsletters and reporting to community partners. Build and promote strong partnerships with the community, public health, Nova Scotia Health and other Community Health Centres
- Contribute to and/or seek others to provide regular health and wellness information for community members
- Prepare or oversee the preparation of reports, speeches, presentations, websites and press releases
- Develop engaging and relevant content to increase awareness of activities and programming
- Promote programs and services as required
- Develop good working relationships with the media and liaise with them on potential news story opportunities
- Participate in team and Centre activities. Attend team and Board meetings as required
- Communicate with internal teams and external media
- Support recruitment and retention activities

Other Duties

- Perform other duties as directed by the Dr. Kingston Memorial Community Health Centre Board and Managing Director that include but are not limited to the following: presentations in community, present updates to the Centre Board on request, prepare and or share resources on the Dr. Kingston Memorial Community Health Centre's social media.

Desired Profile, Qualifications, and Requirements

- A valid driver's license
- A RCMP Level 1 Security Clearance
- Post-secondary education in Business Marketing, Public Relations, Communications or Journalism.
- A minimum of three years of job and/ or volunteer-related experience in Public Relations or Media Management and fundraising
- Demonstrated ability to engage community members
- Strong editorial and marketing skills
- Excellent organizational skills
- Public speaking and presenting experience
- Excellent written and verbal communication skills
- Proficiency in social media platforms
- Knowledge about federal, provincial, and local grants and other funding opportunities is an asset
- Strong computer skills - including experience with MS Office and Canva
- Exceptional time management, attention to detail and organizational skills
- Capacity to multitask with flexibility and show initiative
- Able to work cooperatively as part of a collaborative team

To apply:

Please send a cover letter and resume detailing your education and work experience relevant to the role to sherrysampson.dkmchc@gmail.com with the subject line as: **DKMCHC – Community Engagement & Public Relations Manager**

Failure to follow these instructions may result in disqualification.

Applications must be received on or before May 24, 11:59 PM

Intended Job Posting Audience

This employment opportunity is open for: Canadian, Permanent Residents, and Temporary Residents who are able to work for any employer in Canada (Study Permit and Open work permit holders).

Only applicants who are authorized to work in Canada will be considered.