



Job Posting: Communications Coordinator

Job Description:

Well Living House at the Centre for Urban Health Solutions (C-UHS) at St. Michael's Hospital.

Working under the direction of the Director and Research Associates, the position of the Communications Coordinator will oversee and coordinate communications with community and research partners involved in activities carried out at the Well Living House.

The Well Living House is an action research centre that's focused on Indigenous infant, child and family health and wellbeing. At its heart is an aspiration to be a place where Indigenous people can come together to gather, understand, link and share best knowledge about happy and healthy child, family and community living.

The centre is built from a foundation of almost two decades of collaborative work between Indigenous health researchers, front line health practitioners and Indigenous community grandparents.

The long-term vision of the Well Living House is that every Indigenous infant will be born into a context that promotes health and wellbeing – at the individual, family and community levels.

We plan to achieve this vision by improving health policies, services and programs through knowledge work: conducting research, building knowledge networks, and providing training.

In all that we do, the Well Living House is committed to using and protecting our Indigenous knowledge, languages and ways of working.

Weekly hours: Full-Time
Hourly rate: \$22.53 - \$28.16
Start Date: As soon as possible – March 31st 2020
Location: Well Living House, Centre for Urban Health Solutions (C-UHS) at St. Michael's Hospital, Toronto, ON

Responsibilities

External Communications

- Coordinate and participate in Well Living House research team meetings
- Liaise with National, Provincial and Local Indigenous community organizations and partners to facilitate meetings, webinars and other administrative activities connected with each project
- Develop and circulate community newsletters

Internal Communications

- Liaise with Centre for Urban Health Solutions (C-UHS) and St. Michael's Hospital (SMH) departments and staff regarding WLH activities
- Schedule and attend monthly meetings with Knowledge Translation specialist at C-UHS to share ongoing work of WLH and synergize communications on both the C-UHS and WLH websites as well as internal newsletters
- Oversee maintenance of WLH website and social media pages
- Coordinate and oversee community outreach and advertisement of the event in the community
- Co-plan the WLH events, meetings, and agenda with internal and external stakeholders

Qualifications

- Proficient computer skills (Word, Excel, Outlook, Skype, Go To Meetings, e-calendars)
- Experience managing websites and social media (Wordpress, Twitter, Facebook Pages)
- Ability to contribute to a culturally secure Indigenous research environment
- Experience working within a work plan based environment
- Experience working independently and as a part of team
- Proficient in file management and archiving
- Interest and commitment to engaging Indigenous research methods and community-based research
- Experience in a clerical environment
- Excellent communication (verbal/written) and team oriented interpersonal skills
- Excellent attention to detail and proven ability to learn new skills
- Excellent organizational skills to manage multiple tasks in a timely manner and flexibility to adapt to a changing workload