



Ontario Aboriginal Housing Services

Position: Communications Specialist **Closing:** Posting will remain open until position is filled

Term: Contract position - up to 1 year (35 hours/week), with possibility of renewal.

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for First Nation, Métis, and Inuit people living in urban and rural areas of Ontario. Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Aboriginal community and organizational infrastructures”.

Services, provided throughout the province from our provincial office located in Sault Ste. Marie and satellite offices in other communities, include:

- Property management of over 2300 subsidized housing units;
- Provision of assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for our tenants;
- Supporting the development of new housing; and
- Program management, development and title services to local community organizations

We are currently seeking a **Communications Specialist**, for our Sault Ste. Marie office.

As the Communications Specialist, you will work directly with the Executive Director, Management team and all staff to develop marketing and communication material and manage the overall public image and brand of the Corporation, on behalf of the Director Member Organizations.

The Communications Specialist is the primary custodian of all internal and external communication and media/public relations activity. This position helps develop communication and media plans, implement and coordinate communications activities and track/analyze outcomes while ensuring the overall branding and strategic objectives of the corporation are met.

Duties and responsibilities will include, but not be limited to the following:

- Support OAHS's mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- Create communications strategies using the proper research skills and formulate appropriate materials such as news releases, articles, editorials, publications and other written communications on behalf of the Corporation, to be presented to the specific targeted audiences and communities;
- Communicates with tact and understands organizational strategic plans to ensure messaging is consistent and supportive of organization direction;
- Works on collaboration with third-party service providers including Public Relations, Marketing firm and Website firm
- Creates materials used for proposals, correspondence and presentation materials and reports;
- Oversee the development and planning in any media or outreach events through web design and other outreach related sources;
- Develops internal and external communication plans to ensure effective engagement and understanding across shareholders;
- Maintain and update company website; create/update content, ensure design continuity, coordinate with graphic designers, IT support and external web consultants/developers as required;
- Create and distribute company newsletter, develop content/images;
- Ensure digital marketing content is consistent with company brand and image;
- Other duties as assigned.

To qualify for this role, the successful candidate will have the following qualifications and skills:

- Knowledge of and an appreciation for Indigenous culture and demonstrated values that focus on assisting people;
- University Degree or College Diploma in Communications, Media or Journalism or related discipline.;
- 3-5 years experience leading the full breadth of corporate communications functions.
- Experience producing marketing and communications materials for a variety of audiences for distribution through a variety of channels (print, social media, email, word-of-mouth);
- Experience planning, organizing, and implementing media events, government announcements and/or corporate events;
- Experience with website management; create/update content, update and maintain website, coordination with external graphic designers, web developers, etc.;
- Exceptional written, verbal and interpersonal skills;
- Effective and results driven proposal writing skills;
- Excellent organization and communication skills (verbal and written) along with an eye for detail;
- Experience managing a variety of creative professionals (web designers, content writers, business developers, property managers, construction teams, etc) and production across large organizations;
- Ability to handle concerns with tact and professionalism;
- Team Player that also exhibits the ability to work independently with little direction;
- Self-starter and initiator to seek out and act on opportunities;
- Ability to multi-task to prioritize and meet deadlines;
- Flexible to work varying hours and attend out of city or in town events;
- Initiates and promotes effective communication strategies and practices within the corporation.

Conditions of employment:

- Ability to travel as required;
- Ability to work varying hours/days, if required;
- Valid CPIC clearance (Criminal Records check);
- References;
- Current, valid Ontario Driver's License and safe driving record.

Compensation:

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. This comprehensive compensation package includes:
 - Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
 - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Aboriginal Day, Remembrance Day, and Family Day;
 - Opportunity for cultural, educational and other approved leaves;
 - Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity; and
 - A competitive salary in pay band B5 with a range of \$43,800.00 to \$73,200.00.

Working Conditions and Physical Capabilities:

- Ability to sit at a desk for extended periods of time during the work day;
- Ability to communicate verbally, in person and by telephone with colleagues and clients;
- Ability to use office equipment and computer software programs;
- Ability to lift up to 20lbs.

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received.

- Email to HRSSM@oahssc.ca or
- Mail to: Amanda McAuley
Human Resources & Payroll Associate
Ontario Aboriginal Housing Services Corporation

Attn: Human Resources
500 Bay Street, Sault Ste. Marie ON P6A 1X5

In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.

This competition is open to internal and external candidates with the possibility of Secondment for internal candidates. The continuation of this position is subject to funding renewal.

Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.