

The West Elgin Community Health Centre is currently seeking a:

## Communications Assistant - Summer Employment

(up to 8 weeks  
35 hours a week)

### ABOUT US:

The West Elgin Community Health Centre is part of a strong network of community health centres across the province. Together we commit to providing health and social services that are accountable, accessible, efficient and governed by the community.

Our team provides primary health care, illness prevention and health promotion services, as well as a range of community programs primarily to the residents of Dutton Dunwich and West Elgin municipalities. Our diabetes services are open to anyone and are offered at multiple locations in Elgin County.

We believe that housing, education, food and the environment all play a role in health and well-being. We also believe that language, literacy and poverty should not get in the way of receiving great care. At the West Elgin Community Health Centre, EVERY ONE MATTERS.

[www.wechc.on.ca](http://www.wechc.on.ca)



# JOIN OUR TEAM



The Communications Assistant will support the Communications and Social Media Committees by providing assistance in the administration of the Health Centre's communications and marketing initiatives (website, publications, e-communications, media, etc).

### QUALIFICATIONS:

- Collaboration and Communication - professional working relationships and partnerships with clients, peers and external stakeholders.
- Excellent written and verbal communications skills.
- Experience with Social Media / Public Relations - Twitter, Facebook, Instagram, LinkedIn, website administration, social media metrics.
- Print materials, writing and editing assignments, media relations, marketing and advertising experience.
- Preference given to candidates with education, or currently pursuing education in, the communications and marketing field.

### PRIMARY RESPONSIBILITIES:

- Support the Social Media Committee and the Communications Committee.
- Assist in media relations including social media.
- Take a lead role on the 25th Anniversary Planning Committee.
- Website and print materials administration.
- Assist in the development of a strategic communication plan.
- Provide administrative and technical support.

**\$16.00 / Hour**

### APPLY TODAY!

Applications accepted until **May 22, 2019 at noon**  
**Candidates invited to interview will be contacted**

Send Resume by mail or e-mail to:  
Debra Auterhoff, Human Resources Officer/EA  
[DAuterhoff@wechc.on.ca](mailto:DAuterhoff@wechc.on.ca)  
West Elgin Community Health Centre  
153 Main Street, West Lorne, ON N0L 2P0

Every  
One  
Matters.

*The Centre is an equal opportunity employer and all applicants are welcome. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.*