



Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

DNSSAB IS HIRING!

BULLETIN: D2026-71
POSITION: Communications Intern (Non-Union)
DURATION: Temporary Full-Time – Up to 12 months

SALARY: \$20.00 / hour
LOCATION: North Bay, ON

Under the supervision of the Communications and Executive Coordinator, the Communications Intern will support DNSSAB's communications and outreach efforts through website updates, social media content creation and scheduling, event coordination, communications planning, and engagement research. The role also includes supporting confidential projects and providing administrative assistance to align with DNSSAB's strategic goals and commitment to accessible, inclusive communications.

Qualifications:

- Valid Ontario driver's licence and access to a vehicle for work purposes;
- Post-secondary diploma in Communications, Public Relations, Marketing, or a related field;
- Strong organizational and time management skills;
- Excellent written, verbal, and interpersonal communication skills;
- Demonstrated attention to detail in drafting, editing, and proofreading communications materials;
- Ability to manage multiple tasks, set priorities, and meet deadlines in a fast-paced environment;
- Ability to work both independently and collaboratively as part of a team;
- Working knowledge of MS SharePoint and Microsoft Office;
- Experience with digital communications tools such as Canva, Google Analytics, and social media platforms are considered an asset;
- Demonstrated professionalism, reliability, regular attendance, and ability to maintain confidentiality;
- Bilingualism (English and French) is considered an asset

Contract Employees Enjoy:

- OMERS Pension Plan (Non-Full Time Employees)
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion
- Business Casual Dress Code

Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: [Workforce Development Program - Home | NOHFC](#)  nohfc

This position is for a new vacancy. Applicants must submit a current resume with a cover letter to the Human Resources Department by email at jobs@dnssab.ca indicating how their qualifications meet the requirements specified in the bulletin. Please ensure to indicate the bulletin number and position title for the specified posting you are applying for. Applications for the above position will be accepted up to 4:30pm, Thursday, October 29, 2026.

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed. Applicants are encouraged to make their needs known to Human Resources in advance. DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of recruitment.