



## Communications and Executive Coordinator

**Bulletin No. D2024-55**

Permanent  
Full-Time

Salary  
\$87,408.09 to \$99,337.74

Location  
North Bay

**Supporting Human  
Services in Our  
Community**

Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? The District of Nipissing Social Services Administration Board (DNSSAB) prides itself on putting people first. Here at the DNSSAB, we strive towards a future of healthy, sustainable communities within our region. To achieve this, we are looking for a talented Communications and Executive Coordinator to add to our exceptional Corporate Services team.

The Communications and Executive Coordinator provides professional support to both the Chief Administrative Officer (CAO) and the Board of Directors, while effectively coordinating media relations on behalf of the DNSSAB. This position will approach communications with a strategic and creative approach, and balance this with a focus on the accuracy and integrity of information. Written material will include, but is not limited to, news releases; briefing and background documents; speaking notes; speeches, letters, and institutional messaging for senior administration; interactive presentations; website content; social media; and internal articles for information updates. This position will research and develop protocols regarding social media to communicate messages in a variety of formats and be proficient in web design, and able to effectively use agenda management software.

### Qualifications:

- Completed college diploma in business, legal administration or communications.
- Minimum of three (3) years of experience in a communications and/or executive coordinator capacity within a public sector service environment or related field.
- Demonstrated knowledge of procedural by-laws and governance protocols to provide professional advice to Board members, CAO, senior team, staff and citizens.
- Excellent ability to think strategically and support the executive function of the senior team and the board. Ability to track and monitor organizational goals and objectives.
- Ability to exercise tact, discretion and diplomacy in a corporate environment.
- Highly developed written and verbal communication skills, preferably in both official languages (French and English), to deal effectively with all levels of staff within the organization and with the Board, as well as with external contacts to set up meetings, obtain information, schedule appointments and respond to requests for information.
- Proficient in web design. Experience with Umbraco is considered an asset.
- Knowledgeable in the use of agenda management software. Experience with eScribe is considered an asset.
- Excellent ability to manage social media, including the planning execution and monitoring of messages.
- High degree of proficiency in MS Office applications including Word, Excel, PowerPoint, and SharePoint. Experience with Canva is considered an asset.
- Comprehensive knowledge of the principles and practices of effective communications.
- Excellent minute-taking skills to present clear and concise records of meetings.
- Excellent organizational skills and ability to manage multiple tasks effectively in a fast-paced, deadline-driven environment.
- Possess a high degree of judgement, discretion and decision-making ability.
- Ability to analyse, problem-solve and mediate conflicting opinions.
- Ability to handle confidential and sensitive information in an appropriate manner.
- Proven ability to manage conflict and sound judgement to respond in crisis and high stress situations.
- Flexibility to work overtime as required.
- Valid Ontario Driver's License and a vehicle available for use on the job.

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

Applications for the above position will **only** be accepted through the **Plum Recruitment Tool** up to **4:30pm, Thursday, October 31st, 2024. Please follow this link <https://bit.ly/3U11YCh> to apply now!** You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

**DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.**

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.

### Full-Time Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Generous Vacation Entitlement
- Wellness Activities
- 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

[www.dnssab.ca](http://www.dnssab.ca)