



POSITION: Communications Assistant

Employment type: Temporary with the possibility of extension or permanent status (6 months contract), Part-Time, 0.40 FTE (16 hours/ week).

Location: We have implemented a blended arrangement to allow you to work from home and our office location based out of Meadowlark Health and Shopping Centre (156 street and 87 avenue).

Job Posting ID: CC-0103

ABOUT THE EDMONTON WEST PRIMARY CARE NETWORK:

With a mission to support family physicians in improving primary care through relationships, collaboration and innovation, Primary Care Networks (PCN) are groups of family doctors who work with other health professionals to coordinate the comprehensive delivery of primary care services for their patients. Our team of health professionals include Nurses, Dieticians, Pharmacists, Behavioural Health Consultants, Social Workers and Exercise Specialists who collaborate to provide comprehensive primary care services for the community.

Position Summary:

Our vision is to provide the best primary care to our community. Communications Assistant role is instrumental in helping us with our vision by ensuring that the public is informed of our services and all our stakeholders are engaged in our mission.

We rely on the Communications Assistant to reach our community through the use of written communications, promotional materials, and social media. This role involves writing newsletters, maintaining social media, updating websites, posting news articles and announcements on SharePoint, and creating valuable content to support the programs and services offered by the EWPCN.

- ❖ You are inquisitive and creative by nature.
- ❖ You are collaborative and work closely with the Manager, Communications.
- ❖ You see our vision and mission and are passionate about creating engaging content that can change people's health for better.

Qualifications:

- Completed or working towards a diploma or bachelor's degree in Public Relations, Communications, Marketing or Business is an asset
- Combination of business experience and related skills may be considered

Previous Experience:

- Excellent computer skills in MS Office 365 and SharePoint are required
- Experience producing content and managing distribution lists in MailChimp or a similar newsletter software (i.e. Constant Contact, Campaigner, Kajabi)
- Experience with social media platforms including Facebook, LinkedIn, Twitter and Instagram

- Knowledge of graphic design software including Canva, Adobe Photoshop, Illustrator, InDesign, or equivalent is an asset
- Knowledge of current website software applications (i.e. WordPress, Elementor)

In this role you can expect to:

- Create enticing content on social media platforms such as Facebook, LinkedIn, Twitter and Instagram
- Collaborate with internal subject matter experts to collect, draft and schedule messages or updates
- Perform full cycle production of outward communications including organizational newsletters, leveraging your attention to detail and passion for high quality writing content
- Prioritize incoming requests and keeping the lines of communication open with the Manager, Communications
- Offer your strength and expertise to provide ongoing operational support and education to others where needed

Personal Attributes:

- Model high levels of integrity and professional behaviour
- Ability to effectively communicate orally and in writing, in the English language
- Ability to act responsibly and be accountable for actions
- Demonstrated ability to work professionally, effectively and independently in a complex and dynamic environment with minimal supervision
- Effective personal organizational and multitasking skills
- Maintain absolute confidentiality in accordance with the Health Information Act and EWPCN policies on privacy
- Use good judgment to navigate difficult scenarios appropriately and report concerns in a timely manner
- Willingness to learn new skills

Applications

The posting will remain active until the suitable candidate is found, so we invite you to submit your application to human.resources@ewpcn.com as soon as possible.

Thank you for applying to the Edmonton West Primary Care Network!

Providing the best primary care to our community.