

Posting Number: 54781
Open: September 2, 2016
Deadline: October 1, 2016
NON-UNION



The Research Institute of
London Health Sciences Centre and
St. Joseph's Health Care London.

Communications Associate
Lawson Health Research Institute

Lawson Administration Office, 750 Base Line Road

Lawson Health Research Institute (Lawson) is the research institute of London Health Sciences Centre and St. Joseph's Health Care London. As one of Canada's top ten research institutes, we are committed to furthering scientific knowledge to advance health care around the world.

Reporting to the Director, Research Operations (Chief Operating Officer, Research), Lawson Health Research Institute, the Communications Associate provides assistance to the research leaders and staff on a full range of PR activities. Activities include communications planning, project management, development of tactics, special projects and events, and related assignments in media relations, internal communications, community/public relations, publications (print and on-line), web publishing, social media and other web content. The Communications Associate is also responsible for the coordination of student intern activities and events.

Salary Range: To Commensurate with experience
Hours of Work: 37.5 hours per week

QUALIFICATIONS:

- Undergraduate Degree required, with a Post Graduate Certificate in Communications or Public Relations preferred.
- Minimum three years recent related experience in Public Relations, Business Communications or Journalism required. Experience in a research setting preferred.
- Demonstrated experience in social media, web development, media tracking/reporting and storytelling.
- Experience in research and evaluation methodologies for communications and public relations activities
- Experience in media relations, VIP visits and special events.
- Experience with online Content Management Systems (CMS) and multimedia production (e.g. photography, video and design) would be an asset.
- Demonstrated proficiency with computer programs such as Internet, Email, Microsoft Office (Word, PowerPoint) required and web publishing experience preferred.
- Demonstrated ability to adapt to various work styles and demands including the ability to receive direction from various individuals.
- Strong interpersonal and relationship building skills and the ability to work in a respectful, cooperative team environment.
- Effective time management, organization skills and the ability to manage multiple tasks with similar deadlines.
- Demonstrated ability in professional communications and public relations writing.
- Demonstrated ability to think strategically and analytically.
- Demonstrated accuracy and attention to detail.
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC.
- Demonstrated ability to attend work on a regular basis.

We foster a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that an internal reference check may be conducted as part of the selection process.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.

In order to be considered for this position, please submit a completed application and resume using London Health Sciences Centre's online career system at <http://www.lhsc.on.ca/Careers/LHSC/index.htm>.