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| **Sunnybrook Health Sciences Centre** Fully Affiliated with the University of Toronto **Vacancy Exists For:** Communications Advisor (Contract) | | | | | |
| Competition # |  | |  | **Location:** | Sunnybrook |
| **Classification:** | Temp Full-Time | |  | **Department:** | Strategic Communications |
| **Salary:** | TBD | |  | **Union:** | Non-union |
| **Hours of Work:** | Monday – Friday, days | | | | |
| **Summary of Duties:** | | | | | |
| Reporting to the Manager, Corporate Communications, this position is responsible for developing and implementing strategic internal communication initiatives and campaigns, including managing the redesign and launch of Sunnybrook’s website that supports corporate priorities, as well as inform and motivate Sunnybrook staff, physicians, leaders and learners. | | | | | |
| **Qualifications/Skills:**   * A strategic and creative thinker who can get things done under pressure despite competing demands; * Strong ability to write for web and audit web content. Experience with a large web redesign project is an asset. * Strong project management and stakeholder relations skills. * A track record of success working in a comprehensive communications department in a highly complex, multi-layered, intellectually charged work environment; * Familiarity with the nonprofit and/or healthcare sector and ability to build strong relationships and lead communications strategies in collaboration with various internal clients across departments within the hospital; * University degree in communications, journalism, public relations or related field; * Minimum five years’ experience in the field of communications; * Demonstrated ability to create and implement strategic communications plans; * Familiarity with communication tools and technologies, including email platforms, content management systems, and basic graphic design tools (e.g. Canva) * Ability to develop creative and engaging content that captures the attention of internal audiences; * Excellent writing, editing and public speaking skills; * Experience with special events planning and coordination; * Knowledge of traditional and social media platforms to support public relations objectives; * Experience with issues and crisis communications, and ability to handle sensitive communication situations with tact and professionalism; * Ability to maintain a positive, flexible and responsive attitude, professional image and team-oriented style; * Demonstrated ability to work both as a team member and independently with minimal supervision; * Self-starter and creative problem solver who is able to generate significant results using limited resources; * Strong time-management skills with the ability to prioritize multiple projects in a fast-paced environment; * Flexibility to work weekends and evenings when necessary, including shared rotational on-call responsibilities; | | | | | |
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| **Date Posted:** | | April 2025 | | | |
| **Last Day for Application:** | | April 2025 | | | |
| **Qualified Applicants must submit both an Internal Application/Transfer Form and current Resume to the Human Resources Department at their campus. Only applicants who have the required qualifications and demonstrated satisfactory job performance and attendance will be given consideration for an interview.** | | | | | |