



Requires a

Communications Assistant

Immediately

Regular, Part-time (0.6 Full-time Equivalent (FTE) – 21 hours per week)

Salary: \$48,340 to \$55,079

1. Summary of duties:

Provides video, graphic design and social media support to advance strategic public health communications priorities in print and digital media. Provides backup support for Communications Manager and other team members.

2. Minimum qualifications and position requirements:

- Advanced knowledge of graphic layouts, digital animation, social media design, video production, media and communications normally acquired through a Community College diploma or five years on-the-job experience in a graphic design environment.
- Minimum two years working in graphic arts and communications or equivalent.
- Knowledge of health literacy concepts and AODA requirements for design and websites.
- Knowledge of social media platforms (especially Facebook, Twitter, Instagram), website layout and posting to websites;

Demonstrated ongoing effective ability to perform the following:

- draw-out client needs and translate them into graphic and video concepts;
- design infographics using scientific data;
- produce and edit short-form promotional videos, with experience using Adobe Creative Suite/Cloud (Adobe Spark, Premiere Pro, After Effects) preferred;
- use MS Office Word at an advanced level and other MS Office programs at an intermediate level;
- use computer graphics programs at an advanced level, particularly Adobe Creative Suite;
- learn and work with custom computer, desktop publishing and graphic programs;
- edit text for correct grammar, punctuation, and spelling at an advanced level;
- understand print and other design production outputs;
- use excellent written, oral, and interpersonal communication skills;
- apply initiative, tact, diplomacy, and judgment in work related and engagements that impact the workplace;
- work well and collaboratively with others;
- work productively and efficiently without the need for close supervision;
- adapt to new, different, and/or changing requirements;
- maintain concentration and focus for extended periods in a busy, fast-paced environment with ongoing distractions and noise to successfully complete assigned tasks in a timely manner;
- multi-task and continually organize and re-organize workload as necessary with competing priorities and demands;

- work in a confidential environment, ensuring privacy and confidentiality of information;
- provide excellent attention to detail;
- respond 24/7 for public health emergencies;
- maintain up-to-date immunization according to the most recent edition of the Canadian Immunization Guide and the National Advisory Committee on Immunization; and
- TB skin testing is required at the onset of employment and may be required as part of routine TB surveillance or follow-up of potential exposures.

3. Apply in writing to:

Email: careers@peterboroughpublichealth.ca

Peterborough Public Health is committed to meeting the needs of persons with disabilities under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Standards. Accommodation will be provided throughout the recruitment process at the request of the applicant.

Peterborough Public Health requires all employees to provide proof of vaccination of a COVID-19 vaccine series or a valid medical exemption. Candidates selected for an interview will be asked to provide their official documentation.

In applying for this job make sure your resume and/or cover letter address the qualifications noted above.

Please include a link to your online digital portfolio showcasing your recent design work in your application.

Please note that only applicants to be given further consideration will be contacted with an invitation to complete a home-based assignment to assess their practical skills for submission back to Peterborough Public Health. Those who complete the assignment successfully will be contacted for an interview.

4. Applications to be received no later than:

Friday, November 19, 2021, at 4:00 p.m.