

SASKATOON SEXUAL HEALTH

210 2nd Ave North, Lower Level

Saskatoon SK S7K 2B5

JOB DESCRIPTION

Job Title: Communications Assistant

Reports To: Education and Outreach Coordinator

Job Location: Saskatoon, SK

Dates: July 2nd, 2019 – August 30, 2019 (subject to funding approval)

Job Summary:

The Communications Assistant will be responsible for supporting marketing and communication priorities of SSH the aim to ensure effective clinical, education and outreach programs.

Duties and Responsibilities:

- Work collaboratively with staff to develop, implement and coordinate organizational marketing plans.
- Generate content for various audiences including; media, business communication and the creation of organizational success stories for print and online publications.
- Plan and facilitate community events in collaboration with staff.
- Answer general phone inquiries using a professional and courteous manner, and direct calls to appropriate staff members.
- Cover reception, and support clinics including booking appointments, preparing charts and assisting clients.
- Other duties as assigned.

Core Competencies:

- Ability to function independently and within a team environment.
- Excellent organizational, analytical, and time management skills.
- Ability to prioritize workload with competing demands.
- Strong written and verbal communication skills.

Technical Competencies:

- Data entry and database management.
- Computer literate, and proficiency with Microsoft Office, Google suites, and online publishing platforms.
- Demonstrated superior attention to detail and accuracy.
- Comfortable with issues related to sexual and reproductive health.

Interested Applicants:

- Must be a full-time post-secondary student returning to school full time in the fall, focusing on journalism, communications, women's studies, social work, psychology, Queer studies, Indigenous studies, public health, community health, sociology, or another social services field.
- We value the contributions of people from equity-seeking groups bring to our organization. We encourage applications from people with disabilities, Indigenous people, people of colour, newcomers, the LGBTQ2S community or another equity-seeking group with which you identify. If you wish to identify as belonging to an equity-seeking group(s), please feel free to indicate so in your cover letter.
- Please combine your resume, cover letter stating how you meet the required qualifications, and three references into one pdf document with the file name: **firstname_lastname_CA.pdf** and send it by email to education@saskatoonsh.ca. Please use this subject line for your email to us **CA Summer Student**. Applications close at 4 pm on **Thursday, April 11, 2019**.

P: 306-244-7989
F: 306-652-4034
hello@saskatoonsh.ca
saskatoonsexualhealth.ca

