South West **LHIN**

The South West Local Health Integration Network (LHIN) is one of 14 local organizations in Ontario that plan, coordinate and fund local health services and deliver high quality home and community care to patients and families. The South West LHIN is committed to health improvement, innovation, and the establishment of collaborative partnerships to improve population health, patient experience and value for money across the health care system.

LHIN staff incorporates the best aspects of teamwork and continuous learning as they work with the local community to ensure the best health outcomes for everyone. If you have a passion for excellence and an entrepreneurial spirit, this is your opportunity to make a difference as part of a dynamic team transforming the Ontario healthcare system.

WRITER/EDITOR PROJECT MANAGER (Temporary Full-Time Until March 2018)

The Opportunity

Reporting to the Director, Communications this position provides tactical communications support to advance the South West LHIN's strategic directions and operational activities.

This is role will take the lead in conducting a communications audit and rebranding of existing marketing and community engagement materials. This activity will include project management, writing, editing and providing quality control for audience-appropriate communication tools, including: brochures, newsletters, presentations and reports.

What Can I Expect to Do?

- Project manage and lead the redesign and content development for organizational brochures.
- Develops, tracks and updates project plan to ensure timelines are met.
- Works with communications team to ensure alignment in execution.
- Manage subject matter experts, internal and external stakeholders to meet delivery timelines.
- Assists the Communications team by providing support for:
    - Writing, editing, proofreading, review; and
    - Design and support delivery of assets.
- Supports organizational, departmental and Community engagement communications tactics by contributing to, brochure content, newsletters, reports, presentations, external communications and the Intranet.
- Performs other related duties as required.

Location: This position is located in the South West LHIN region.

How do I qualify?

Experience and Skills:

- Minimum 5-7 years of previous communications or marketing experience, preferably within the health sector.
- Proven ability to plan and execute projects on time while juggling multiple priorities, with a proven ability to set goals and prioritize.
- Strong drive for accuracy and flawless execution; high level of attention to detail and process orientation.
- Project Management and Communication planning skills.
- Passion for storytelling and explaining complex ideas in plain language.
- Ability to work independently and to exercise judgment.

- Discretion, diplomacy and tact in dealing with internal and external stakeholders.
- Communication and interpersonal skills to work effectively and develop trust with others and to liaise with partners.

Technical Skills:

- Strong, demonstrated writing and editing skills (CP style).
- Strong project management skills.
- Experience developing, brochures, websites and social media content.
- Intermediate/advanced Microsoft Word, Excel and PowerPoint skills.
- Experience in design, desktop publishing and working with Adobe Creative Suite is an asset.

Language:

- Proficiency in French is an asset.

Should you be interested in this exciting opportunity, please visit www.lhinjobs.ca to apply. Application deadline is November 8, 2017.

Compensation includes competitive salary, benefits and pension plan.

For further information on the South West LHIN please visit: http://www.southwestlhin.on.ca

The LHIN is an equal opportunity employer and all applicants are welcome. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.