



Our Vision: *We imagine a world where all are empowered to reach their full potential through faith and service.*

Our Mission: *The ALCDSB builds faith-filled learning communities where each member is loved, inspired and successful.*

Our Priorities: *Faith; Equity and Well-Being; Achievement and Innovation; Resource Management*

INTERNAL/EXTERNAL Job Posting Number:

SS#94-21-22-CC

Job Title:

Communications Coordinator

This position is open to Support Staff Association Members first, then to external candidates.

Location	Site	FTE	Assignment
Napanee, ON	Board Office	1.0 FTE Permanent Full Time position	Effective immediately 7 hours per day, 5 days a week

Reporting to the Communications Officer, the Communications Coordinator implements the Board's internal and external communications and branding strategies. The Communications Coordinator will work collaboratively to produce high-quality communications and initiatives linked to the Board's Multi-Year Strategic Plan and advance the Vision, Mission and Values of the ALCDSB.

Qualifications:

- Post Secondary education in Communications, Journalism, Marketing, Public Relations or Graphic Design;
- Two years of administrative experience in media, communications or branding (public sector preferred);
- Demonstrated experience in producing high quality marketing and communication materials;
- Graphic design experience considered an asset;
- Understanding of privacy protection and experience working with confidential information;
- Must be able to work under pressure with multiple and tight deadlines;
- Superior analytical and problem-solving skills;
- Excellent interpersonal, oral, and written communication skills;

- Demonstrates excellent judgment and political acuity to manage contentious issues and resolve concerns tactfully;
- Understanding of Catholic education and education issues in general;
- Must possess a valid driver's license and have access to a vehicle in order to travel and provide service throughout the district

The board is seeking candidates who demonstrate the following Core Competencies:

Communication

Innovation

Interpersonal Relations

Leadership

Planning and Organization

Professional Integrity

System Thinking

As a condition of employment, the successful candidate must provide a Criminal Background Check (CBC) with vulnerable sector screening current within six months of date of hire and must complete a Covid-19 Vaccination Disclosure, regardless of vaccination status, as per Government requirement and School Board Protocol.

Salary/ Range:

\$59,145 - \$65,038 per annum

Application and Requirements:

Applicants must submit a cover letter and resume quoting the job posting number in the subject line to work@alcdsb.on.ca

Closing date: February 10, 2022 by 4:00 p.m.

While we thank all those who have applied, only those candidates selected for an interview will be contacted.

We are committed to inclusive and accessible employment practices. In compliance with the Accessibility for Ontarians with Disabilities (A.O.D.A.) the Algonquin and Lakeshore Catholic District School Board welcomes and encourages applications from people with disabilities. We will make the necessary accommodations for applicants with disabilities to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.