



..... *Every Child and Youth Living Life at Their Full Potential.*

At Grandview Kids we provide family-centred paediatric assessment, treatment, rehabilitation services and specialized programs. Along with their families, we support children and youth with communication, social, physical and developmental needs to achieve their potential at home, in the community and at school. We are dedicated to inspiring possibilities, fostering development, and supporting growth and personal achievement for our children and youth, their families and our staff members. Our team-oriented approach inspires our staff to collaborate, share ideas, and work with a variety of professional disciplines. We offer a stimulating environment with an exceptional variety of opportunities in the field of paediatric rehabilitation.

The next two years will be a period of unprecedented growth as we work on a major capital expansion for our new facility in Ajax.

If you are looking for an opportunity that offers personal and professional rewards, that makes a real difference and enriches the lives of others, then Grandview Kids is the place for you! We are excited to be accepting applications for the following position:

### **Communications Intern (Student)**

- *Contract Full-time (37.5 hours/week)*
- *May 23, 2023 to August 25, 2023*

### **Summary of Duties**

Under the direction of the Executive Lead, Strategic Communications Partnerships and Engagement and Chief Communications Officer, the Communications Intern will be provided experience in the following; assist in monitoring social and traditional media, as well as content development; provide input into and assistance with the newsletter content development; participate in active brand auditing; assist with photography and videography projects as required; participate in event planning; support departmental/organizational efforts in Quality Management (QM) activities; participate in education, orientation and public relations as required; maintain a safe work environment; perform other duties as required. Skills of client services teamwork, digital proficiency, leadership and organization will all be both required and enhanced through the application of their talents to the tasks of this small group,

Specific responsibilities include but are not limited to:

- Writing, editing key publications, media materials and documents, including flyers, print ads and editorials, external correspondence, promotional materials, email campaigns, etc.;
- Assisting with communications support for key internally and externally focused initiatives, projects/events;
- Drafting and updating internal communications materials, such as staff communications and SharePoint intranet content;
- Monitoring adherence to corporate brand standards for internal and external marketing materials;
- Assisting with crafting digital content, including web stories, videos, posts, features and blogs;
- Supporting event planning and management;
- Providing photography, videography and video editing support at events or for communications materials;
- Ensuring alignment to overarching organization strategic communications plan;
- Other duties as assigned.

### **Qualifications**

- Post-secondary education in progress or Diploma/Degree in Journalism, Communications, Public Relations or English.
- Experience in writing, digital media and strategic communications.
- Excellent writing abilities, including research, interviewing, fact-checking and proofreading.
- Experience working with media monitoring and social media platforms and tools in a professional environment (Facebook, Instagram, Twitter, LinkedIn, Sprout Social)
- Excellent interpersonal skills, verbal and written communication skills.
- Ability to work comfortably within a multi-disciplinary team or autonomously
- Comfortable working with technology and applying new methods of communication.

You have experience and knowledge with communication techniques and strategies and demonstrate creativity and innovation to your work. You may have working experience and knowledge of working in an environment with children with communication, developmental and physical needs. Excellent time management and attention to detail is essential.

**In order to meet Canada Summer Jobs Funding Program eligibility, which supports this role, applicants must be between 15 and 30 years of age at the start of employment, and legally entitled to work in Canada.**

**Please forward your resume and clearly state Job 23.10 by March 20, 2023 at 5:00 pm to:**

Human Resources Manager

Grandview Kids 600 Townline Road South, Oshawa ON, L1H 0C8

Website: [www.grandviewkids.ca](http://www.grandviewkids.ca) E-mail: [careers@grandviewkids.ca](mailto:careers@grandviewkids.ca)

Grandview Kids aims to be deliberate in our consideration of diversity, defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression, and age. Recognizing and valuing diversity and equity must be accompanied by concerted efforts to ensure the inclusion of diverse and underrepresented populations, meaning that individuals must be and feel valued, respected and equally supported. We invite applicants in the above defined areas to apply.

Grandview Kids is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If you have accessibility needs and require alternate formats or other accommodations, please contact us.

Please note that all prospective Grandview Kids employees are subject to mandatory immunization requirements, including full and ongoing Covid-19 vaccinations, as a condition of obtaining and maintaining employment. We will make accommodations based upon documented medical or creed exemption in accordance to the Ministry of Health and the Ontario Human Rights Code. Applicants who require accommodations for disabilities or other specific grounds need to make their needs known in advance to Human Resources.

Grandview is proud to acknowledge the lands and people of the Mississaugas of Scugog Island First Nation, which is covered under the Williams Treaties. We are situated on the Traditional Territory of the Mississaugas, a branch of the greater Anishinaabeg Nation, which includes Algonquin, Ojibway, Odawa and Pottawatomi.

We thank all applicants. Only those selected for an interview will be contacted..